

**BRIDGER TETON
NATIONAL FOREST
AND
GRAND TETON
NATIONAL PARK**

**INTERAGENCY INCIDENT
BUSINESS MANAGEMENT
GUIDELINES**

JUNE 2015

**/s/ Tricia O'Connor
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Bridger-Teton National Forest
Forest Supervisor**

**/s/ David Vela
David Vela
Grand Teton National Park
Superintendent**

INTERAGENCY INCIDENT BUSINESS ADMINISTRATION

Bridger-Teton National Forest/Grand Teton National Park

Table of Contents

Finance Chief Expectations.....		3
Introduction.....		5
Cost Containment.....		6
Delegation of Authority.....		6
IBA Responsibilities.....		6
Supplemental Food Policy.....		6-7
Procurement.....		7
AD Hiring and Support.....		8
Acquisition		8
Land Use & Facility Agreements.....		9
Procedures for Transfer.....		9
Contract Claims.....		10
Purchase/Rental of Property.....		10
Hired Equipment.....		11
Contracting/Employees/Family.....		11
Property Management.....		11
Claims.....		12
List of Restricted Supplies/Items.....		12
Rental Vehicles.....		13
Comp for Injury/APMC.....		14
Work/Rest Guidelines.....		14
Recycling.....		15
Cooperative Relations.....		15
Accruals and Payments.....		15
End of Pay Period T&A's.....		15
Law Enforcement & Investigation.....		15-16
Closeout.....		16
Exhibit A.....	Cell Phones/MIFIs/Cow/Colts	17
Exhibit B.....	Delegation of Ad Hiring	19
Exhibit C.....	Incident Business Delegation of Authority	20
Exhibit D.....	Cost Containment practices/procedures	22
Exhibit E.....	Supplemental Food Guidelines	23
Exhibit F.....	Restricted Items	24
	Incident Injury Treatment and Reporting Procedures	26-29
	Teton Crew NPS	30

APPENDICES START ON PAGE 31



2015 FINANCE SECTION CHIEF EXPECTATIONS

The Great Basin Incident Business Committee would like to welcome you and outline our expectations.

The Great Basin Incident Business Committee is tasked by the Great Basin Coordinating Group to oversee the geographic areas' incident business practices. As a Finance Section Chief and leader of your discipline, we are asking that you observe the following guidelines.

GREAT BASIN INCIDENT BUSINESS COMMITTEE – Finance Section Chiefs (FSCs) are expected to participate in FSC conference calls and/or other requests as they may arise. As a leader we rely on your knowledge and experience.

INCIDENT ASSIGNMENTS – Incident Management Teams will interact with either an Incident Business Advisor (IBA) or an Agency Representative (AR) as they report for an assignment. FSCs are to communicate and perform IMT finance duties with the utmost respect and professionalism toward those agency representatives as well as all other personnel supporting the mission. Any issues at the incident that cannot be resolved between two parties should be elevated to the Incident Commander and/or Agency Administrator. All issues shall be resolved prior to the end of the assignment.

For all incidents within the Great Basin we will follow incident business direction as outlined in the Interagency Incident Business Management Handbook (IIBMH) and the Great Basin Geographic Supplements. The following items should be of particular importance:

TIMEKEEPING

- Shift lengths shall be monitored and should reflect current incident activity. Any anomalies shall be documented in the incident records. Excess shift justifications shall be approved by the Incident Commander and shall be contained in the incident finance records.
- Work/Rest shall be reviewed and excess hours approved by the Incident Commander. Approval documentation shall be contained in the incident finance records.
- Hazard pay shall be reviewed for accuracy and documented on the Crew Time Report in accordance with the hazard categories outlined in the IIBMH on pages 10-28 for GS employees and page 10-30 for Wage System employees. "Uncontrolled fireline" will not suffice as adequate documentation.
- Staging of Resources and Time Spent in Mob/Demob Centers – No resource shall receive more than their guaranteed hours while assigned to staging or during time spent in a mobilization or demobilization center. Per the IIBMH no pay authority exists to guarantee individuals more than their base hours.

COMPENSATION FOR INJURY

- All assigned resources will be treated fairly and with respect. All resources, whether covered by federal/state or private workers' compensation will be assisted during an injury/illness. The IMT will facilitate a liaison if the resource is hospitalized or is kept at a facility overnight to ensure that the resource has representation from the incident or incident agency. If applicable, local medical liaison program protocols will be followed.
- No injury/illness paperwork will be retained in the incident records, with the exception of the medical log (with pertinent information redacted).
- When a serious accident or illness occurs the FSC will immediately notify the Incident Commander and the IBA with most current information.

COST

- FSCs will coordinate with Cost Unit Leaders to ensure that finance records reflect true activity on the fire. High cost or underutilized equipment will be addressed to appropriate Command and General Staff for discussion on incident retention or release.
- Incidents that have been identified as billable or cost share require additional scrutiny of records and/or additional

cost reporting measures. Changes to fire codes within an incident should be communicated to all affected parties as soon as possible to be properly reflected within the incident records.

- Determine at in-brief what cost reports jurisdictional agencies want to see and how frequently.
- IN-BRIEF/INCIDENT CLOSEOUT – FSCs are expected to attend an in-brief with the local incident agency, either formally or informally, to obtain incident agency contact information, performance expectations, operating guidelines and any other information pertinent to incident agency operations. FSCs should also make contact with expanded dispatch and buying team personnel. FSCs should attend the incident closeout to ensure that all issues have been resolved during transition with the local agency or an incoming team if applicable.

PERFORMANCE EVALUATIONS – Performance evaluations are a process for both the incident agency and FSC/IC to evaluate performance of the IMT finance section in regards to the incident and incident agency needs. Specific Finance Evaluations will be completed by the incident agency no later than 60 days after release of the IMT. The evaluation will be completed by the incident agency representative and reviewed by the agency administrator. The evaluation will be forwarded to the incident commander and the Great Basin Incident Business Chair.

INCIDENT AGENCY NEEDS – Each incident has its own unique needs in relation to the finance section. FSCs are expected to obtain a copy of the local unit’s operating guidelines during the in-brief with the incident agency and adhere to the unit’s direction and expectations. Seek advice and/or counsel from AA or IBA when issues or questions arise as the agency guidelines are followed.

The Great Basin Incident Management Committee would like to again welcome you and your team. We look forward to working with you.

/s/Susan Stewart	3/19/15
Susan Stewart	Date

This plan is an Interagency Plan developed by the Bridger-Teton National Forest and Grand Teton National Park. It provides the general administrative procedures to support an Incident Management Team's (IMT) operations and to ensure consistency while involved in incidents on the Bridger-Teton National Forest/Grand Teton National Park. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the Interagency Incident Business Management Handbook (IIBMH) which provides national direction and highlight the geographic area supplements to the handbook.

Any changes in these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (IBA).

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the IIBMH.

Administrative Office for Payment (e-ISuite):

FS Incidents – Albuquerque Service Center, Incident Finance 101
B Sun Avenue NE
Albuquerque, NM 87109

All Other Incidents – Local incident agency office address

National Crew Contracts – (regardless of incident agency)
Albuquerque Service Center Incident Finance 101
B Sun Avenue NE
Albuquerque NM 87109

Unless otherwise noted both agencies will follow the same guideline described under each specific section.

District Rangers should only be contacted in relation to incidents on their respective Districts.

Bridger Teton National Forest		
Tricia O'Connor	Forest Supervisor	307-739-5511 (work)
		907-617-5546 (cell)
Jose Castro	Deputy Forest Supervisor	307-739-5509 (work)
		307-413-2018 (cell)
Adriene Holcomb	District Ranger – Kemmerer	307-828-5110 (work)
		307-2035514 (cell)
Robert "Rob" Hoelscher	District Ranger – Big Piney	307-276-5810 (work)
		307-413-9783 (cell)
Richard Raione	District Ranger – Afton	307-886-5310 (work)
		307-413-2043 (cell)
Dale Deiter	District Ranger - Jackson	307-739-5410 (work)
		307-413-2136 (cell)
Thomas (Tom) Matza	District Ranger – Buffalo	307-543-3910 (work)
		307-203-5602 (cell)
Christopher Wehrli	(Acting) District Ranger – Pinedale	307-367-5710 (work)
		435-201-9523 (cell)
Grand Teton National Park		
David Vela	Superintendent	307-739-3410
Kevin Schneider	Deputy Superintendent	307-739-3410
Michael Nash	Chief Ranger	307-739-3472
Chip Collins	Fire Management Officer	307-739-3310
		307-690-4400 (cell)

Reference: GB Chapter 80 Supplement Great
Basin Cost Guidelines

Cost Containment

Cost Containment on the Bridger-Teton NF/Grand Teton NP is a high priority. Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

Specific cost saving measures will be documented and provided to the AA.

Documentation: Significant changes in daily rates should be documented in the daily cost report.

Cost Shares: Cost share agreements will follow guidance in the applicable cooperative agreement. COST will ensure all parties associated with the cost share agreement receive daily cost updates via email and /or hardcopy.

It is the IMTs responsibility to track and report costs as required by the incident agencies or as outlined in the Cost Share Agreement. The Finance Section will ensure costs are tracked in I-Suite in accordance with the cost share method utilized.

Incident Accruals – All federal incidents with FS expenses involving Type 1 and 2 IMTs are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals will be sent using the daily export and upload functions of e-ISuite. Direction for creating the daily export can be found at:
<http://eisuite.nwcg.gov/Docs/UserGuides/Cost.pdf>

Refer to "How to Code ISuite Accruals" and additional information on accruals posted at:
http://www.fs.fed.us/fire/ibp/incident_payments/.html.

IMTs who utilize the "site" version of e-ISuite are required to transition the data to the Enterprise site at the end of their assignment. IMTs will inform the incident prior to or during the incident closeout that the transition has taken place. The IMT will not retain any of the e-ISuite information.

For those incidents not utilizing I-Suite, submit manual accrual information to ASC-Incident Finance Branch. Email to asc_ipc@fs.fed.us or fax to 1-866-816-9532.

Delegation of Authority

Delegation of authority has been issued for Fire Business Management practices to the following Agency personnel:
See Appendix A

Incident Business Advisor Responsibilities

The Incident Business Advisor:

- ✓ Is supervised by the Agency Administrator (AA).
- ✓ Serves as a liaison and advisor to the Agency Administrator, Incident Management Team, and other incident support functions.
- ✓ Provides advice and recommends alternatives with an emphasis on reviewing large cost centers.
- ✓ Provides recommendations on incident business issues.
- ✓ Completes an IBA Narrative. Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist if applicable.

See Appendix I for a detailed listing of Incident Advisor Responsibilities included in a typical IBA Delegation of Authority.

All services, supplies, and equipment are to be ordered and filled through Teton Interagency Dispatch or authorized expanded dispatch.

Supplemental Food Policy

The Incident Management Team will follow direction in Chapter 20 of the IIBMH, in regards to supplemental food

and drinks. Any supplemental food/drinks provided will require IC justification AND concurrence from the Agency Administrator. The only acceptable justification is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

The following supplemental foods may be provided:

- Fruit, dried fruit or fruit juice and vegetables. Fruits and vegetables should be in season, available locally and reasonable priced to avoid excessive costs and difficulty in procurement. Only fruits/vegetables that are suitable for carrying to the field should be purchased. Avoid those items that can be easily damaged while being transported by line personnel (i.e., avocados in a pack).
- Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in Feeding the Wildland Firefighter which can be found at: <http://www.fs.fed.us/td/pubs/htmlpubs/htm02512323/index.htm>. Powders and tablets may be procured in place of liquid forms in situations where it is more practical.
- In order to meet the nutritional needs of firefighters on the line, sports drinks should be full calorie varieties. Other users of sports drinks that work in heat environments may not require the higher caloric intake reduced calorie sports drinks are appropriate in these circumstances. However, the majority of sports drinks provided to the incident should contain full calorie content.
- Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. Incident base and camp meals provide adequate dietary needs for most non-fireline personnel and supplemental foods should not be necessary.

Other supplemental food or drinks are not authorized, i.e., jerky products, chips, gum, soda-pop, "designer drinks" and so-called "energy" drinks (containing caffeine, guarana, ephedra, and other stimulants).

Supplemental Vitamins and Minerals

In accordance with the NWCG memo, March 22, 2006, no supplemental vitamins or minerals will be procured for use or distribution on the incident. This includes commonly accepted supplements, such as EmergenC.

If homeopathic treatments (including essential oils) are requested they must be approved within the NWCG Clinical Treatment Guidelines which can be found at: <http://www.nwcg/pms/pubs/pms551.pdf>

Procurement

Upon arrival on the unit, the finance section (procurement unit leader) will be given an Interagency Service and Supply plan. Included in this plan are:

1. List of local area sources
2. Personnel Contacts/local contacts for the Bridger-Teton Forest Offices and Grand Teton National Park are:

Please do not contact a person listed if the incident is not on their District.

Bridger Teton N.F.			
Ruth Anne Miller	Support Serv. Spec.	Kemmerer	307-828-5120
Heather James	Support Serv. Spec.	Big Piney	307-276-5811
Patricia Hill	Support Serv. Spec.	Greys River	307-886-5513
Susan Colligan	Support Serv. Spec.	Jackson	307-739-5423
Ross Leach	Support Serv. Spec.	Blackrock	307-543-3902
Anita Douglas	Resource Assistant	Pinedale	307-367-5727
Grand Teton N.P.			
Martin Hauch	Contracting Officer	Grand Teton N.P.	307-739-3448
Thayne O'Brien	Contracting Officer	Grand Teton N.P.	307-739-3447
William Willard	Fire Program Mgt. Asst.	Grand Teton N.P.	307-739-3311

3. **Personnel:**

Reference Material: GB Chapter 10 Supplement

If food/lodging expenses are incurred while on incident where adequate food and lodging are provided, a justification from the IMT FSC or incident agency is required in order for the employee to be reimbursed for those expenses.

4. **AD Hiring and Support**

All Federal Administratively Determined (AD) exception positions must be approved at the appropriate State/Regional incident business level (contact IBA for additional information).

Pay Rate Changes at the incident- The incident supervisor will record the pay rate/position change on the CTR and Finance will document the change in the Remarks block of the OF-288. A new Single Resource Casual Hire Form (PMS 934) is not necessary.

AD hiring authority may be delegated to the Finance Section Chief by the Agency Administrator.

Travel reimbursement for FS casual employees will be posted on the OF-288 per direction located in Appendix I.

Final processing of OF-288's for DOI and FS casual employees will be in accordance with Appendices I&J of this document.

Subsistence for ADs:

AD employees will be subsisted by the Agency whenever possible.

Transportation of ADs to and from incidents will be coordinated through dispatch. The ADs method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934). Air transportation will usually be arranged and paid for by the Government.

Unless other arrangements have been made, authorized rental cars for AD's will be ordered through dispatch using the Great Basin IBPA.

Final processing of OF-288's for DOI and FS casual employees will be in accordance with 2014 ASC, B&F Incident Finance Branch Payment Procedures and Appendix J.

5. Regional Equipment Rates – Any additional questions or to sign up one time only vendors please contact:

Bridger Teton N.F.			
Judy Martin	Super. Contr. Off	Idaho. Admin	208-557-5841
Kellie Shaw	Super. Contr. Off	Idaho Admin.	208-557-5766
Tonya Campbell	Contracting Spec.	Idaho Admin.	208-557-5770

Acquisition

Reference Material: GB Chapter 20 Supplement

- When placing orders for tactical and support water tenders identify the type of tender being requested on the resource order.
- Accountable property procured by the incident (non-NFES) and remaining at the local unit should be communicated (verbally and /or written) to the property contact listed in Appendix A.
- The IMT will not sign up any resources that did not go through proper dispatch channels (i.e., "fire chasers") unless prior approval is obtained from the AA or IBA.
- Name requesting of contractors is prohibited.
- Questions regarding solicited equipment can be directed to the appropriate contracting officer (see Appendix C) or Steve Waters, Great Basin Contract Equipment Coordinator (contact information available in Appendix B).

Land Use and Facility Agreements

If no agreement exists, the IMT will coordinate with the local AA or IBA to determine appropriate use and rates. Only warranted personnel may negotiate and approve land use and facility agreements.

All facilities land, and water used by the incident will be under agreement, including no cost agreements.

Bridger-Teton N.F.			
Judy Martin	Supervisory Contr. Officer	Idaho Regional Admin.	208-557-5841
Kellie Shaw	Supervisory Contr. Officer	Idaho Regional Admin.	208-557-5766
Tonya Campbell	Contracting Specialist	Idaho Regional Admin.	208-557-5770
Grand Teton N.P			
Martin Hauch	Contracting Officer	Grand Teton NP	307-739-3448
Thayne O'Brien	Contracting Officer	Grand Teton NP	307-739-3447

Buying Team Procedures

Reference Great Basin/Rocky Mtn. Interagency Buying Team Guide, Appendix O Reference National Buying Team Guide

http://www.nwccg.gov/pms/pubs/buying_guide.pdf

Daily purchases by Buying Team Members will be provided to incident finance. Costs that are accrued daily but not paid until the end of the assignment (i.e., light towers, copiers, and toilets) will be tracked by the Cost Unit Leader based on information provided on the buying team envelope. The BUYT will provide the cost unit leader with a copy of the vendor's commercial item rate schedule.

All rental equipment, with the owner's concurrence, will have a lease purchase clause inserted in the procurement document to allow maximum flexibility to meet cost effectiveness goals.

Provide an electronic copy of the Buying Team spreadsheet to the Agency Administrator or their representative, along with providing a hard copy in the Buying Team package.

Provide a written narrative of any outstanding issues or concerns.

Buying Teams shall receive a performance evaluation prior to the end of the incident. Forms are available at: <http://qacc.nifc.gov/qbcc/business.php>. A copy of the form will be given to the BUYL, a copy will reside with Finance documentation and a copy will be forwarded to the Great Basin Buying Team Coordinator.

The Incident Business Advisor and/or appropriate official will consult with the Incident Management Team/expanded dispatch to decide when to release a Buying Team.

Procedures for transfer back to local unit

At the end of the incident, the Final Incident Package will be turned in before or after the closeout to the AA, IBA, or incident agency representative. A summary narrative in writing will be provided to the incident agency identifying number of claims, land use agreements, injuries/illness and any follow up required....The IBA will participate in the exit interview of each assigned IMT and Buying Team. The IBA will provide a verbal assessment of (1) commendable performance, (2) things that went well and (3) things that need improvement.

Purchase/Rental of Personal Property

In accordance with the Federal Acquisition Regulations, the decision to rent or purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors. The following are factors that should be considered:

- Estimate the length of time the equipment will be used
- Cumulative rental payments for the estimated period of use
- Net purchase price

- Transportation and installation costs
- Maintenance and other service costs
- Whether a rental-with purchase option is available
- Cost of handling and disposal following the incident

The length of time the equipment will be utilized is often unknown. The use of day/week rental rates may help lower overall costs.

Hired Equipment

A pre and post inspection will be performed by a qualified inspector.

For Grand Teton National Park, qualified inspector is Steve LaRosa (739-3362).

Completed paperwork will be sent to the Finance Section for enclosure in final Finance package.

Contract Claims

A Warranted Procurement Unit Leader with delegated authority is authorized to settle contract claims at the incident. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims with their delegated authority. If neither position is available or present, the contract claims shall be referred to the incident agency for appropriate settlement.

NOTE:

Procurement unit leaders, with warranted contracting authority, are responsible for settling all claims involving equipment agreements at the incident. The PUL or finance/administration section chief shall coordinate with the buying team any claims that cannot be resolved at the incident. The buying team or agency will then be responsible for settling these claims and coordinate with the Forest's Administrative Officer or the Park's Contracting Officer.

Contractor Performance Evaluations

Performance evaluations for contractors will be collected by finance personnel, sorted according to Contracting Officer name and mailed to respective Contracting Officers prior to the incident closeout. If time constraints do not allow time for mailing from the incident, finance personnel will prepare the evaluations and provide them to the host agency for mailing to the appropriate contracting officers. A list of Contracting Officers for Great Basin equipment is located in Appendix C.

VIPR Performance Evaluation – <http://gacc.nifc.gov/gbcc/business.php>

Standard Contract Performance Evaluation – <http://gacc.nifc.gov/gbcc/business.php>

Contracting with Employees or Immediate Family Members

FOREST SERVICE ACQUISITION REGULATIONS (FSAR)

4G03.670 – Rental of Property from Forest Service Employees

Title 16, United States Code, section 502 permits renting or hiring employee-owned property for project use at isolated geographical locations when such equipment is not available from either Government or commercial sources and when there is only occasional need for the property. The Forest Service may also provide, at Government expense, forage, care, and housing for animals, and storage for vehicle and other equipment rented from employees.

Because the rental or use of personal property may generate public criticism, regional foresters and station directors have the responsibility for establishing an approval process to monitor and control each rental of property from Forest Service employees. The level of approval must be at a level high enough to ensure that these policies are followed.

Acquisition personnel shall ensure that pricing is always fair and reasonable under the circumstances.

See FSH 6509.11h, Service-wide Claims Management Handbook for restriction on payment of damages to privately owned vehicles and livestock.

4G03.671 – Contracts with Relatives of Forest Service Employees

Do not award contracts to relatives of Forest Service employees engaged in preparing the project specifications, estimates, or awarding of the bid or proposals.

Contracting officers may consider quotations, bids, or proposals submitted by relatives of Forest Service employees not engaged in the tasks listed in the previous paragraph. However, before award is made the contracting officer shall obtain line officer approval. This approval as determined by the contracting officer is required only for those cases with high potential for, or the appearance of, possible favoritism or preferential treatment.

If the line officer does not approve the determination as submitted by the contracting officer, no award shall be made.

The Head of Contracting Activity (HCA) may exempt a contract from these policies. Requests for exemption shall be fully documented and outline the compelling reasons to make an award.

4G03.672 – Contracts with Former and/or Retired Forest Service Employees

Consult with the Human Resources Management staff concerning applicability of statutory post-employment restrictions to former employees seeking contract awards.

DEPARTMENT OF THE INTERIOR ACQUISITION REGULATION

Subpart 1403.6 – Contracts with Government Employees or Organization Owned or Controlled by Them 1403.602 Exceptions.

The HCA, without the power or re-delegation, is authorized to accept a contract from the policy in FAR 3.601. However, no exceptions may be granted where the proposed contractor is owned or controlled by a Government employee or one or more members of the employee's immediate family and the employee or any subordinate is serving as a procurement official on the proposed contract.

1403.603 Responsibilities of the contracting officer.

The CO shall prepare a written determination and findings for the signature of the HCA when requesting authorization to allow a contract award to a Government employee or business concern or other organization owned or substantially owned.

Property Management

Reference: GB Chapter 30 Supplement

Great Basin Cache Website

ATV/UTV Guidance for Use on Large Fires – Exhibit Q

Agency and rental vehicles are accountable property and will be tracked as such.

Use of personal or home unit cell phones, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency on the resource order. Home unit project funds are to be used to cover any use charges, loss or damage. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be transmitted through dispatch and will be filled per agency regulations. If the resource is ordered with cell phone or laptop, the home unit can charge the incident for incident related costs only.

IMTs or other incident personnel (e.g., IBA) may authorize replacement of non-NFES or non-standard cache items if delegated authority by the incident agency. If no delegation exists documentation is provided to the incident agency for review and determination. Written documentation is provided to the home unit, authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident.

Replacement of non-standard items not procured through mandatory sources of supply (Chapter 20) may be

authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars. Prototype equipment will not be replaced with suppression funds. This incident agency may require the damaged property to be turned in before replacement is authorized.

The Great Basin will be utilizing an attachment to the Property Loss or Damage Report, OF-289, that facilitates the documentation and approval/disapproval process for property loss and damage. See Exhibit R for a copy of the OF-289 and Great Basin attachment. The form can also be found at: <http://gacc.nifc.gov/gbcc/business.php>

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to review property issuance and check out and return procedures to ensure proper accountability. The IMT will manage the durable and accountable /sensitive property obtained through the cache system. Every effort will be made to return cache items promptly at the end of the incident. Documentation of items remaining at the incident will be supplied to the incident agency at the incident closeout.

Incident-funded accountable/sensitive property purchases must be approved in advance by the IBA or AA. The BUYT will ensure that accountable property they have procured is appropriately identified as such per host agency requirements and direction. Those purchases of accountable property will be logged and tracked with documentation provided to the host unit procurement staff.

When ordering All-Terrain (ATV) and Utility Terrain (UTV) Vehicles on large fires within the Great Basin reference Exhibit Q – ATV/UTV Guidance for use on Large Fires. This exhibit offers direction for the approval/ordering process as well as required documentation for payment and any claimed damages.

The Great Basin Cache has recommended that ALL incidents (complex Type3 and larger) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items. For additional information refer to:
http://blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.html

Claims

Tort and Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will make contact with the incident agency claims liaison (identified in Appendix A) to determine the expectations and discuss the requirements of the claims process. Before leaving the incident, the Comp/Claims Unit Leader or FSC will audit the documentation and prepare a log of all claims, defining what's included and what is left to collect on each claim. The case files should be enclosed in an Incident Case File Envelope (OF 314). The documents will be included in the finance package.

At the end of the incident, all actual and potential claims will be fully documented, and included in the incident finance package. Packages will be identified as requiring follow-up, documented in the finance close-out briefing paper and turned over to the agency incident business contact.

List of Restricted Supplies/Items

The following items are either restricted from purchasing, or have defined limitations. Take into account the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when ordering/purchasing supplies and services for incident operations.

PROHIBITED ITEMS

- Orders for specific magazines, newspapers, or other literature.
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos.
- Pillow, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type).
- Fees for the use of recreational facilities (i.e., hot springs).
- Massage or other therapist services.
- Awards and or gifts of appreciation.
- Plants and flowers.
- Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or IBA.

RESTRICTED ITEMS

- Epi-Pens are the responsibility of individuals needing them and should be issued in the same manner as a personal prescription.
- Trailers and motor homes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and IBA.
- Local purchase of newspapers for the incident is limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
- Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. Any exception must be approved in advance by the AA or IBA.

If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.

All purchased equipment and supplies will be transferred to the appropriate fire cache at the end of the incident. The Logistics unit, in conjunction with the BUYT, will ensure the local unit is aware of any property item procured for tracking/identification purposes.

SPECIALTY ITEMS

The AA or IBA must approve rental/purchasing of the following specialty items:

Cameras (digital and video)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	Printers/Scanners (purchase only)
Handheld Radios	Golf Carts
Specialty Ice Coolers (i.e., Yeti)	ATVs/UTVs*
Fax and/or Copy Machines (purchase only)	

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable/sensitive property should be procured by local agency personnel whenever possible.

*Per the Great Basin Coordinating Group all ATV/UTVs will be ordered through normal dispatch procedures upon approval by the Incident Commander (IC) or Safety Officer (SOF). See Exhibit Q

Cell Phones/MIFIs/COW/Colts If an individual assigned to the incident utilizes their home unit cell phone; they are responsible for obtaining a resource order for documentation to be used for fire reimbursement if not on a National Plan.

Rental Vehicles

Reference – Great Basin Rental Car Standard Operating Plan (Appendix D)

Vehicle rentals are not authorized unless specified on a resource order. For those personnel arriving by air transportation without an authorized rental vehicle, transportation should be provided by ground support units or other arrangements. Incident Management Teams are expected to keep the number of rental vehicles to a minimum. AAs/IBAs should review and discuss rental vehicle numbers and needs with the IC prior to mobilization of an IMT.

The Great Basin has established rental car blanket purchase agreements (BPAs) with various rental car vendors. Whenever possible, rental vehicles needed on a Great Basin incident will be procured with these BPAs and either billed to the government charge card holder or to a specified payment contact (s). These BPAs may also be used to procure rental vehicles for Great Basin resources travelling to incidents outside the Great Basin. Vehicles rented under the BPA with the employee's government –issued charge card will remain the responsibility of the charge card holder. It is recommended that line personnel rent ¾ ton pickups or large SUVs to accommodate higher ground clearance and tire ratings. Copies of the Great Basin rental car BPAs can be obtained at:

<http://gacc.nifc.gov/gbcc/business.php>

Individuals renting vehicles through the normal government travel process should be the exception, not the rule and will remain the responsibility of the individual. These vehicles are not to be taken off publicly maintained roads with the rental vehicle agency's permission. In order to ensure travel reimbursement for rental vehicle, the individual traveler is required to have the approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Rental Vehicle procured on a government travel card can NOT be transferred to a Buying Team Member, PROC, or any other member of the host unit. A vehicle rented at a commercial facility on an employee's travel card will be the sole responsibility of the employee who initially rented it to ensure it is returned to the vendor, and payment in full is posted to the employee's travel card.

Compensation for Injury and Agency-Provided Medical Care

Reference Great Basin OWCP Illness and Injury Incident Guide, Appendix G.

If DOI employee is injured submit all paperwork to the employee's home unit as soon as possible. If

Forest Service employee is injured see Appendix G

If a Great Basin State employee is injured refer to the pertinent State section in the GB Chapter 50 supplement to the IIBMH. If a non-Great Basin State employee is injured, the employee or the COMP is responsible to contact the home unit to obtain the proper reporting forms. The COMP maintains injury compensation records and transmits documents to the home unit per state agency policy. Do **NOT** issue a CA-16 for medical treatment for state employees.

A medical resource request number (M#) will be assigned for treatment under APMC. M#s should not be assigned to first aid or OWCP cases.

Notify the Incident Business Advisor (IBA) of any significant injuries or illnesses for all incident personnel that require a hospital visit or stay including contracted resources.

Grand Teton National Park follows the policies and procedures found in the Interagency Incident Business Management Handbook, Chapter 10 – Personnel, Section 15 – Compensation for Injury/Illness. The National Park Service will authorize medical treatment through the use of the CA-16 and ensure that necessary paperwork is completed in a timely manner and forwarded to the individual's home unit. The employee's home unit is responsible for submitting reportable claims and medical documentation to the appropriate workers' compensation office in a timely manner; initiating follow-up medical treatment under OWCP, APMC, or state procedures, and; following standard workers' compensation procedures in cases where follow-up medical care is required and/or when the injury or illness results in lost time beyond the date of injury.

Work/Rest Guidelines

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all resources.

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift exceeds 24 hours. In situations when a work shift does exceed 16 hours (i.e., initial attack) personnel will resume 2:1 work/rest ratio as soon as possible.

The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records or with employee time records on initial attack.

To facilitate the management of work/rest for contract resources, clock hours will be recorded on all shift tickets-even when the equipment is hired under a daily rate or guarantee.

Recycling

The Grand Teton National Park-green team contact is Margaret Wilson 307-739-3390. Recycling programs during an incident are coordinated by Andy Norman, Forest FMO @ Bridger-Teton National Forest. He can be reached at 307-739-5571 (work). Please refer to the Recycling Plan in the Service and Supply Manual.

Cooperative Relations

Reference GB Chapter 50 Supplement

GB Chapter 50 Supplement provides detailed information on incident business procedures when resources from the states of Idaho, Nevada, Utah and Wyoming are utilized on Federal fires or when an IMT is on a State fire.

For specific information on National Guard utilization please refer to Great Basin Chapter 50 Supplement and/or the National Guard agreement for additional information.

Accruals and Payments

Payments for the Park should be coordinated with the Fire Program Management Assistant, Contracting Specialist and/or Budget Analyst.

End of Pay Period T&A's

All assigned finance sections will contact the Fire Program Management Assistant at Grand Teton N.P. to determine the most efficient and effective means for processing/communicating pay information at the end of each pay period.

Law Enforcement and Investigation

Upon assignment of an IMT to the Bridger-Teton N.F. or Grand Teton National Park, the Security Manager, through dispatch at (307) 739-3630, will work with Bridger Teton/Grand Teton Law Enforcement Officials to determine the Agencies' local law enforcement representative. The purpose will be to open communication lines, identify law enforcement support resources available, and identify local operating procedures. A contact and liaison person from the agency will be identified to the IMT, who will make periodic contacts with the team.

Bridger Teton N.F.			
Veronica Gooding	LEO North Zone	Bridger-Teton	307-739-5573(work) 208-520-1323 (cell)
Phalen Whitehair	LEO East Zone	Bridger-Teton	307-367-5729 (work) 307-413-2042 (cell)
Adam Dale	LEO West Zone	Bridger-Teton	307-886-5326 (work) 307-413-2015 (cell)
Travis Tippit	Supv. Law Enforcement	B-T, C-T, S-C	208-524-7642 (work) 208-313-7767 (cell)
Grand Teton N.P.			
Michael Nash	Chief Ranger	Grand Teton NP	307-739-3472
TIDC	Teton Interagency Disp.	Grand Teton NP	307-739-3630
FPO's Fire Investigators			
Lesley Williams-Gomez	Fire Prevention Tech.	Jackson Ranger Dist.	307-739-5420 (work) 307-413-2483 (cell)
Angie Crook	Fire Prevention Tech	Afton Ranger Dist.	307-886-5336 (work) 307-413-2146 (cell)
Nan Stinson	Fire Prevention Tech.	Big Piney Ranger Dist.	307-276-5826 (work) 307-413-2482 (cell)

Significant law enforcement incidents or matters needing criminal investigation shall be reported to and

coordinated with the area law enforcement contact person as soon as possible. This is necessary to ensure local control and responsibility can be established to minimize the need for and associated costs of returning employees to the area should court litigation action follow.

All law enforcement incidents will be entered into the incident security log and documented. If a violation notice is issued or any arrests made, contact the law enforcement officer assigned to the incident as liaison contact person. Incident security logs and copies of the incident reports will be turned over to the law enforcement and investigations unit at the time of the exit debriefing.

Other investigations (claims, motor vehicle accidents, etc.) and normal incident security activities (traffic control, etc.) will be handled by the law enforcement personnel assigned directly to the incident.

Area law enforcement personnel will be available to provide necessary coordination and assistance. Contacts are:

Teton County	Sheriff's Office	Jim Whalen	307-733-2331
Sublette County	Sheriff's Office	Steve Haskell	307-367-4378
Lincoln County	Sheriff's Office	Shane Johnson	307-885-5231

Demob

Utilization of a Cache Demobilization Specialist (CDSP) is highly recommended to ensure accountability and appropriate transport of materials back to the appropriate cache locations and/or host unit.

Closeout:

The final Finance Package will meet the uniform filing scheme for incident records packages.

FS Incidents- The expectation is to have all possible payment packages for FS AD's and contract resources closed out and sent directly from the IMT to ASC-Incident Finance for payment. Any packages not closed out and/or other outstanding issues will be discussed at the finance package transition, immediately before or after the IMT closeout.

At the end of the incident, the final incident package will be turned in before or after the closeout to the AA, IBA, or incident agency representative. A written narrative will be provided to the incident agency identifying items such as the number of claims, number type and status of land use agreements, number and type of injuries/illnesses and any necessary follow-up to financial matters.

The IBA will participate in the exit interview of each assigned IMT and Buying Team. The IBA will provide a verbal assessment of (1) commendable performance, (2) things that went well and (3) things that need improvement. The IBA will provide a written narrative to the AA and to the state or federal Incident Business Specialist.

The host agency should provide a financial performance rating 60-120 days following the incident to the IC. The Finance evaluation form can be found at: <http://gacc.nifc.gov/gbcc/business.php>.

Exhibit A

Cell Phones/MIFIs/COW/COLTS

If it's determined that the incident needs cell coverage check to see what the host unit has available. This is best accomplished by contacting local property managers. (POC needs to be identified in Operating Guidelines)

Cell coverage and resources available are dependent on local carrier. Obtain GPS coordinates before contacting carrier so the determination can be made if cell service is available in the locale where it's been requested.

Verizon: Crisis Response Team (CRT) can provide cell phones, MIFIs/Jet Packs, and Cellular on Wheels (COW) at no cost to the hosting government agency. After contact is made with a representative it will be determined if cell coverage will be adequate to meet the needs of the incident. If Verizon can assist they will ship phones and hot spots and place COWs in pre identified strategic locations. Phones come ready for use with numbers and are packaged with chargers.

When phones/MIFIs arrive at host agency they will be transferred to Communications for their dissemination. This process of transfer should be documented on a Waybill and AD-107 or DI-105 because they are considered property so incoming outgoing phones can be tracked. A predetermined method for returning the phones should be discussed to assure the equipment is returned to Verizon in a timely manner.

CELL PHONE SERVICE:

Call 1-800-981-9558 24hours a day/7 days a week (including holidays) to request the emergency incident VERIZON COW (cell on wheels) or COLT (cell on light truck). The recorded voice will ask you for the cell phone you are calling about (supply any Forest Service cell phone number [such as the contracting officer's] and the correct National account should be accessible to the Verizon representative). VERIZON technical field installers must establish line of sight from available existing microwave antennas/dishes to ICP. If no direct line of sight exists, VERIZON will try to establish a land use agreement with land owner(s) to place COW/COLT. Transportation, alignment, setup, and land agreement, if necessary, takes 24 to 48 hours. There is no fee for this service/equipment.

ALTERNATE PHONE NUMBER:

From 0600-2300 Eastern Time call 1-800-922-0204, Local and State Government Support Center Customer Service. Provide a Forest cell phone number as above. If outside these hours, select automated option for tech support service. This will route to the Federal Support Center Customer Service at 1-800-295-1614 (or dial direct if outside 0600-2300 ET) which is staffed by tech support personnel 24/7 who can perform the same function as the CRT.

AT&T: Has equipment available for temporary emergency use, this also can include phones, hot spots and COWs. We will not be charged for the equipment use, however since AT&T is not on a government contract we will be charged for service during the activation period.

Local Carriers: If you are working with a local carrier for land lines make sure they understand their invoice needs to refer to the specific fire name and S # so invoices can be paid promptly.

POC at local level needs to be identified to ensure lines are shut down at the end of an incident.

- What is the process/policy for TRAC phones? Up to the host agency and IBA for approval. If they are purchased they are transferred on an incident way bill and AD-107 for Forest Service and DI-105 for DOI. They must be returned to the host agency at the end of the incident.

- Is it possible to have carriers provide 10-20 phones in “staging” in those locations where we have high fire activity? A short write-up on making preseason contact/agreements with local carriers would be needed. You can call Verizon and get as many phones as you need. **However**, with high fire activity they only have a set number of phones / Wi-Fi hot spots / etc. Verizon will send out nationwide. Once the phones are gone they must wait until some are returned before more can be shipped out.

Definitions:

Portable Cell Sites - COWs

Verizon Wireless "Cell on Wheels" (COW) are fully functional, generator-powered mobile cell sites that enhance coverage and capacity in a given area. It can accommodate both voice and CDMA services.

Rapid Disaster Response - COLTs

Verizon Wireless "Cell on Light Trucks" (COLTs) can process thousands of calls every hour in the event cell sites or other key communications equipment are damaged or disabled by a community disaster. The 25,000- pound vehicle features two retractable masts, a microwave antenna to link network components, an emergency power generator and a small office. The COLT is also fully equipped with resources needed during emergencies including equipment, fuel, electrical generators, food, water and cots.

ORDERING CELL PHONES – Call 1-800-981-9558

Verizon cell phones with AC charger and/or PC Internet cards can be ordered separately or at the time of ordering COW/COLT. Phones will arrive via overnight delivery at the location specified by requester (make certain delivery location is an overnight delivery location). We may need supervisor approval for the overnight shipping.

If having problems getting phones over a weekend or holiday, contact the local Federal Verizon account manager for the closest metropolitan area.

There is no cost for the cell phones, PC cards, minutes, or Internet access for emergency incident use. Verizon will charge for the phone if it is lost and cannot be returned.

EXHIBIT B
Delegation of AD Hiring Authority

File Code:

Date:

Route To:

Subject: Delegation of AD Hiring Authority

To: Incident Commander

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the IIBMH as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, the hiring official must submit a position description to the State/Regional level for approval to establish an Excepted Position.

The agency contact for questions related to AD hiring is _____

/s/

Exhibit C
INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor, _(Host Agency)_____

This letter authorizes *(name)*_____ to act as an Incident Business Advisor (IBA) for the _____ *(unit name)* and Incident Management Teams assigned to incidents on the _____ (Agency). The IBA works as a liaison and advisor between the _____ (Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the IBA will monitor, track and document their involvement in cost containment items such as WFSAs, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the IBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The IBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.
- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The IBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident

- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
- Other: _____

The Agency Administrator is the primary point of contact, but coordination will be maintained with

(Agency Administrator)

cc: Unit Managers
Incident Management Team

Exhibit D

Cost Containment Practices / Procedures

The Bridger Teton and Grand Teton has developed the following guidelines to aid in ensuring a more effective method for tracking fire costs and increasing accountability.

- Incident Business Advisors will be assigned to all Type I and Type II incidents
- Additional cost containment support positions (in addition to the Incident Business Advisor) will be assigned to the incident when the incident exceeds \$12-15 million.
- Action will be taken where necessary to ensure costs are appropriate and reasonable.
- Any Contractor requests for replacement items shall be handled under the clauses and provisions of specific contracts by the Procurement Unit Leader or agency procurement official.
- Ensure timely reporting of costs and that obligations and payments are accurately captured and reported in the appropriate accounting systems.
- Provide administrative and financial information as a regular part of daily briefings with the Incident Management Teams, Agency Administrator, Incident Business Advisor and Buying Team.
- The use of rental cars for single resources should be the exception.

Forest Accrual:

- Properly documented incident accruals (RC documents) will be entered into FFIS within 72 hours of the beginning of an incident and updated daily when new activity occurs.
- Incident teams, incident units, paying units, and payment centers will work together to capture and monitor all accruals in the FFIS system within 72 hours.

Exhibit E

Supplemental Food Guidelines

NWCG Supplemental Food Policy

Absent of a more restrictive agency or geographic area policy, the following supplemental foods may be provided:

- 1) Fruit **OR** dried fruit **OR** fruit juice and vegetables. Fruits and vegetables should be in-season, available locally and **reasonably** priced to avoid excessive costs and difficulty in procurement.
- 2) Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in *Feeding the Wildland Firefighter**. Bottled water may be provided.

In addition to the fruit and liquid supplements, candy bars and energy bars may be provided to supplement those included in sack lunches. The objective is to provide for an average of 1000 kilocalories of solid supplements per firefighter per day.

- Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator. The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work. Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. "Incident Base and Camp meals" provide adequate dietary needs for most work situations.*
- No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, "designer drinks" and so-called "energy" drinks (containing caffeine, guarana, ephedra, and other stimulants), etc. are not allowed under this policy. Special or cultural dietary needs will be met through the National Mobile Food Contract or catered meals and not through this policy.

*From: Sharkey, Brian, et al., *Feeding the Wildland Firefighter*, Fire Tech Tips, July 2002.
(<http://www.fs.fed.us/t-d/pubs/>)

Exhibit F

Restricted Items

The following items are either restricted from purchasing, or have defined limitations. Take into account the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when ordering/purchasing supplies and services for incident operations.

Prohibited Items:

- Alcoholic Beverages of any type.
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos. Bathing suits or other special clothing are not to be worn in incident camps.
- Pillows, sleeping bags, and sleeping pads (other than regular GSA, fire cache type).
- Plants and flowers.
- Orders for specific magazines, newspapers, or other literature.
- Massage or other therapist services.
- Awards and or gifts of appreciation.
- Fees for the use of recreational facilities (i.e., hot springs).
- Barbers will only be provided for the military at their request.
- Anything not a direct need for management of the fire or essential to the incident

Restricted Items:

- EpiPens are the responsibility of each individual and should be issued in the same manner as a personal prescription.
- Trailers and motor homes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and IBA.
- Local purchase of newspapers for the incident is limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
- Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. Any exception must be approved in advance by the AA or IBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.

All purchased equipment and supplies will be transferred to the appropriate fire cache at the end of the incident. The Logistics unit, in conjunction with the BUYT, will ensure the local unit is aware of any property item procured for tracking/identification purposes.

Note: The government is obligated to order from the National Mobile Food Service caterer when at any time (1) The number of people to be fed is at or above 150 persons per meal and (2) The headcount is estimated to remain at those numbers or greater for at least 72 hours from when the headcount first reaches 150 persons per meal.

The following items may be purchased or rented, but with the following limitations:

- Chairs: Use local cache. If additional chairs are needed, rent with an option to buy.
- Trailers and motor homes will be used for offices only, not for sleeping purposes.
- Cots, other than ordered through the cache system, will be justified and approved in writing by the incident commander for health and safety reasons.
- Information Resource must approve all Automatic Data Processing Equipment.
- The Forest Telecommunication Manager must approve all telecommunications equipment.

Specialty Items:

The Agency Administrator or IBA has the authority to establish additional purchasing restrictions or limitations on specialty items, such as:

Cameras: digital, video, still
Satellite Telephones
Laptop Computers
Electronic Organizers
Handheld Radios
Facsimile Machines (purchase only)
Golf Carts

Cellular Telephones
GPS Units
Personal Digital Assistant
Scanners (purchase only)
Copy Machines (purchase only)
Printers (purchase only)
ATVs/UTVs

*Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable/sensitive property should be procured by local agency personnel whenever possible.

Serious Injury (For Burns: See page 2) (Bleeding, Burns, Breathing Problems, Chest Pains, Loss of Consciousness, Severe Pain, Broken Bones)		
Call Medevac or Ambulance or Transport to ER		
Report Injury to Supervisor – On a fire that means: Crew Boss (or Crew Boss - Trainee) Crew Boss must assure that injured person receives treatment and completes paperwork		
In Fire Camp:	Not in Fire Camp:	
	During Business Hours M-F 7am – 6pm	Outside Business Hours, On Weekends or if ASC is closed
Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. Get Treatment. (Incident Team Personnel will decide who accompanies the injured worker to the E.R.). Go to Comp /Claims Unit or Finance Section Chief. The Incident Compensation for Injury Specialist (INJR) or Finance Section Chief (FSC-1or2) issues the CA-16 to the medical provider, and will assist you with filing your claim with Workers' Comp (through ASC).	Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. Get Treatment. Injured employee, supervisor or other responsible party calls ASC : 877-372-7248 (Option 2 for HRM) <i>without delay – Request authorization for immediate medical care.</i> A Workers Compensation staff member will issue a CA-16 form to the medical provider. (When a CA-16 is used properly, the employee is not billed for any work-related treatment.) <u>Give claim number to all medical providers.</u> Injured employee and supervisor enter the injury information into SHIPS (accessed through eauth). Print CA-1 or CA-2 and send, with any medical reports, to Workers' Comp within 48 hours (see below). If unable to access SHIPS: Submit handwritten CA-1 or CA-2 form within 48 hours, and enter information into SHIPS as soon as possible. Supervisor must: complete page 2 of the form , sign where appropriate, Fax to Workers Comp 866-339-8583 , or mail overnight via Fed Ex. When Faxed, you are also required to mail the original to: USDA Forest Service ASC-Human Capitol Management 3900 Masthead St., NE – WC Annex Albuquerque, NM 87109 <i>Note: When seeking medical treatment from a facility other than a Hospital Emergency Room - Verify that Medical Provider accepts Federal Workers Comp Claims – otherwise the injured employee will be responsible for all costs. (Emergency Rooms will treat any injured individual).</i>	Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. Get Treatment. Injured employee, supervisor or other responsible party calls ASC: 877-372-7248 (Option 2 for HRM) <i>within 48 hours or first business day.</i> A Workers Compensation staff member will issue a CA-16 form to the medical provider. (When a CA-16 is used properly, the employee is not billed for any work-related treatment.) <u>Give Claim number to all medical providers.</u> Injured employee and supervisor enter the injury information into SHIPS (accessed through eauth). Print CA-1 or CA-2 and send, with any medical reports, to Workers' Comp within 48 hours (see below). If unable to access SHIPS: Submit handwritten CA-1 or CA-2 form within 48 hours, and enter information into SHIPS as soon as possible. Supervisor must: complete page 2 of the form , sign where appropriate, Fax to Workers Comp 866-339-8583 , or mail overnight via Fed Ex. When Faxed, you are also required to mail the original to: USDA Forest Service ASC-Human Capitol Management 3900 Masthead St., NE – WC Annex Albuquerque, NM 87109 <i>Note: When seeking medical treatment from a facility other than a Hospital Emergency Room - Verify that Medical Provider accepts Federal Workers Comp Claims – otherwise the injured employee will be responsible for all costs. (Emergency Rooms will treat any injured individual).</i>

Required Treatment for Burn Injuries

The following standards will be used when any firefighter sustains burn injuries, regardless of agency jurisdiction.

Burn Injury Criteria

Take the burned person to a burn center when the following criteria are met:

- When there is any doubt as to the severity of the burn injury, the recommended action should be to facilitate the immediate referral and transport of the firefighter to the nearest burn center.
- Partial thickness burns (2nd degree) involving greater than 5% Total Body Surface Area (TBSA).
- Burns (2nd degree) involving the face, hands, feet, genitalia, perineum, or major joints.
- Third-degree burns of any size are present.
- Electrical burns, including lightning injury are present.
- Inhalation injury is suspected.
- Burns are accompanied by traumatic injury (such as fractures).
- Individuals are unable to immediately return to full duty.

After on-site medical response, initial medical stabilization, and evaluation are completed; the agency administrator or designee having jurisdiction for the incident and/or firefighter representative (e.g. Crew Boss, Medical Unit Leader, Compensations for Injury Specialist, etc.) should coordinate with the attending physician to ensure that a firefighter whose injuries meet any of the burn injury criteria is immediately referred to the nearest regional burn center. **It is imperative that action is expeditious, as burn injuries are often difficult to evaluate and may take 72 hours to manifest themselves.** These criteria are based upon American Burn Association criteria as warranting immediate referral to an accredited burn center.

The decision to refer the firefighter to a regional burn center is made directly by the attending physician under the authority provided on the CA-16, or may be requested of the physician by the agency administrator or designee having jurisdiction and/or firefighter representative. If the physician does not make the referral, and the injured employee feels strongly otherwise, they should contact ASC-HRM-WC immediately so they can work with DOL OWCP to get the decision reviewed.

The agency administrator or designee for the incident will coordinate with the employee's home unit (**ASC**) to identify a Workers Compensation liaison to assist the injured employee with workers compensation claims and procedures.

Workers Compensation benefits may be denied in the event that the attending physician does not agree to refer the firefighter to a regional burn center. During these rare events, close consultation must occur between the attending physician, the firefighter, the agency administrator or designee and/or firefighter representative, and the firefighter's physician to assure that the best possible care for the burn injuries is provided.

From: The Red Book (Interagency Standards for Fire and Aviation Operations) 2011 – Chapter 7, pages 21-22
Treatment for Traumatic Injuries, Including Burns, on Wildfires and - Memo from Charles L. Myers-
1/13/2011

A list of possible burn care facilities can be found at:
<http://www.blm.gov/nifc/st/en/prog/fire/im.html>

Report Injury to Supervisor – On a fire that means: Crew Boss (or Crew Boss - Trainee) Crew Boss must assure that injured person receives treatment and completes paperwork <i>(Call ASC for advice before seeing a chiropractor)</i>			
In Fire Camp:	Not in Fire Camp:		
Go to Medical Unit, Comp /Claims Unit or Finance Section Chief. The Incident Compensation for Injury Specialist (INJR) or Finance Section Chief (FSC-1or2) issues the CA-16 to the medical provider, and will assist you with filing your claim with Workers' Comp (through ASC).	If the Employee Needs Medical Care		If the Employee Just Wants the Paperwork Filled out in Case there are Future Problems
	During Business Hours M-F 7am – 6pm	Outside Business Hours, On Weekends or if ASC is Closed	Enter the Injury Information into SHIPS - (even if the employee does not receive treatment)
	Call ASC for CA-16 Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. Get Treatment. Complete CA-1 Call ASC for advice <u>Give claim number to all medical providers.</u> (See: “Serious Injury” - page 1 - for more paperwork guidelines)	Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. Get Treatment. Call ASC for CA-16 within 48 hours or first business day Complete CA-1 Call ASC for advice <u>Give claim number to all medical providers.</u> (See: “Serious Injury” - page 1 - for more paperwork guidelines)	If unable to access SHIPS: Submit handwritten CA-1 or CA-2 form within 48 hours, and enter information into SHIPS as soon as possible. Injured employee and supervisor complete CA-1, marking the first box in block 39: “no lost time and no medical expense: place this form in employees medical folder (SF-66-D)” Follow the instructions on the CA-1

Forms and Acronyms:

ASC – HR	Albuquerque Service Center – Human Resources	
CA-1	(a U.S. Department of Labor form) - Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation	
CA-16	(a U.S. Department of Labor form) - Authorization for Examination and/or Treatment	
CA-2	(a U.S. Department of Labor form) - Notice of Occupational Disease and Claim for Compensation	COMP
Compensation/Claims Unit Leader		
COP	Continuation of Pay – (For COP information see: Yellow Book Chapter 10 section 15.1-4)	
FS-6100-16	Agency Provided Medical Care Authorization and Medical Report	
FSC1 or 2	Finance/Administration Section Chief	
HRM	Human Resources Management	
INJR	Compensation for Injury Specialist	
OWCP	Office of Worker’s Compensation Programs	
SHIPS	Safety and Health Information Portal System	

Report Illness to Crew Boss (or Crew Boss - Trainee)	
<p>Supervisor should NOT give verbal authorization for treatment. Only the Department of Labor can determine if an illness is work-related based on the medical documentation. Do NOT issue a CA-16 for an occupational disease or illness.</p>	
<p>Occupational Disease or Illness (OWCP) - rarely allows agencies to authorize medical treatment related to an occupational disease or illness. The employee is responsible for the cost of treatment and can file a claim.</p>	
In Fire Camp:	Not in Fire Camp:
<p>Go to Medical Unit, Comp/Claims Unit or Finance Section Chief. INJR advises individual of rights, benefits, and responsibilities. INJR authorizes appropriate APMC (Agency Provided Medical Care), using a FS-6100-16, for first aid treatment for illnesses such as respiratory illness, colds, sore throats and similar conditions associated with exposure to smoke, dust, and weather conditions, etc. Treatment of more significant illness/disease conditions are not authorized and must be submitted to OWCP for adjudication.</p> <p>COMP/INJR faxes and mails original injury/illness forms, supporting documentation and medical treatment records to ASC within two days of receipt of the CA-2.</p>	<p>Individual completes form CA-2 , “Notice of Occupational Disease and Claim for Compensation “as soon as possible and preferably within 48 hours. Supervisor completes and signs reverse side.</p> <p>(The CA-2 is completed in SHIPS and faxed to ASC just like the CA-1. See: “Serious Injury” – page 1 – for paperwork guidelines). The employee needs to work closely with the case manager in Workers’ Comp to file their CA-2 claim.</p> <p>Leave blocks titled “Occupational code”, “Type code”, “Source code”, “OWCP Agency Code”, and “OSHA Site Code” blank. ASC is responsible to complete.</p>
<p>Supervisors should be trained in the difference between illness and injury. “Occupational Disease or Illness. A condition produced by the work environment over a period longer than a single workday or shift. It may result from systematic infection, repeated stress or strain, exposure to toxins, poisons, or fumes, or other continuing conditions of the work environment.” (from the Yellow Book)</p>	
<p>PRESCRIPTIONS – Utilize local pharmacies that accept the Department of Labor (DOL), Office of Workers’ Compensation Programs (OWCP) Fee Schedule and bill directly. Pharmacies/Medical providers not enrolled with DOL, OWCP, Division of Federal Employees Compensation (DFEC), should contact DOL, Affiliated Computer Services (ACS) https://owcp.dol.acs-inc.com.</p>	

For more information on Injury / Illness reporting and treatment, see:

ASC-HRM Workers’ Compensation website http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php

(See all 5 categories in yellow, left side of page. Includes info such as: Supervisor Handbook, Pocket Cards,

Reference: http://fsweb.asc.fs.fed.us/HRM/owcp/WorkComp_Roles_Resp.php see page bottom)

& Quick

SHIPS website <http://www.compliancesuite.com/ForestService/>

Yellow Book (Interagency Incident Business Management Handbook) – Chapter 10, Section 15

Red Book (Interagency Standards for Fire and Fire Aviation Operations) - Chapter 7

Or:..... call ASC: 877-372-7248

Teton Crew Incident Injury Treatment and Reporting Procedures National Park Service

Follow these guidelines no matter if it is during business hours, outside business hours or on weekends.

1. Injury is reported to you as the supervisor (CRWB).

- Seek Medical Treatment!!
- If cell phone service is available call the Grand Teton N.P. Human Resources Office at 307-739-3441/3442/3446 to advise them of injury. If it is after hours or on a weekend leave a message for the HR Office.

2. Contact the official NPS supervisor of the injured employee to advise them of the injury and the need for medical attention.

- The NPS supervisor will call the Chief Ranger who will call the NPS Superintendent to advise them of the injury.

3. Fill out appropriate paperwork.

- Fill out CA1 or CA2 (hard copy is fine).
- On the CA-1/CA-2 the supervisor is the CRWB or CRWB(T).
- Take a CA-16 to the doctor's office to receive care, return the completed CA-16 or equivalent evaluation form to the HR office, form can be faxed to the HR office if necessary at **307-739-**.
- The employee and NPS supervisor need to file the claim, CA-1/CA-2, online with the Safety Management Information System (SMIS). When you advise the employee's NPS supervisor of the injury the supervisor may start filing the claim electronically for the employee while the employee is out on assignment.

4. Employee has been treated.

- Inform the supervisor (CRWB and NPS Supervisor) immediately of any medical limitations or restrictions (these should be specified in writing by the physician).
- Does individual need to be released from crew and sent home??

If you are in fire camp and need medical assistance go to the Medical Unit where they will coordinate the necessary treatment and issue the appropriate forms. Be sure to make necessary contacts to the employee's official NPS supervisor so agency administrators can be informed of the injury.

Appendices

- A. Agency Contacts
- B. Great Basin Incident Business Committee
- C. Great Basin Contracting Officers for Solicited Equipment
- D. Great Basin Transportation Program
- E. Forest Service AD Pay Plan
- F. Department of the Interior AD Pay Plan
- G. Great Basin Injury/Illness Operating Guide
- H. Forest Service Employees OWCP
- I. Great Basin Incident Payment Guide
- J. Forest Service Incident Payment Procedures
- K. Paying for Fuel Issues on an Incident
- L. Great Basin Cost Guide
- M. NWCG Complexes, Merges and Splits Memo
- N. Great Basin Lend Lease Policy
- O. Great Basin Supplements (10,20,30,40,50,80)
- P. Great Basin/Rocky Mtn. Interagency Buying Team Guide
- Q. ATV/UTV Guidance for Use on Large Fires

Appendix A- Agency Contacts

Title	Name	Office Phone	Cell Phone
Agency Administrator	To Be Determined at Time of	Incident.	
Local Incident Business POC	Leslie Porter	307-276-5824	307-413-2482
Agency Administrative Representative	To Be Determined at Time of	Incident.	
USFS Regional Incident Business Specialist.	Lee Ann Evans	208-253-0152	801-388-2236
BLM State Incident Business Specialist	Carol Salo	208-373-3852	208-631-1625
State Incident Business Specialist	Lynda Berckefeldt	307-777-7300	307-421-0065
NPS Incident Business Specialist	Maria MacKie	303-969-2971	720-884-6125
BIA Incident Business Specialist	Darren Nutter	602-241-4567	
FWS Incident Business Specialist	Vacant		
Human Resources			
AD Hiring Contact	Leslie Porter	307-276-5824	307-231-1320
Financial Management	Sharon Smitherman Linda Turner NPS/IMR	307-739-5586 307-969-2948	307-732-4180
Acquisition/Contracting Contract Claims	Kelly Shaw Judy Martin	208-557-5766 208-557-5841	
Information Resources (Computers)	Ed Yeager Michael Thornton GTNP	1-307-739-5533 1-307-739-3455	812-360-2519
Telecommunications (Voice, Data Lines, Radios)	Lester Loving Tom Gillett GTNP	307-276-5831 307-739-3568	307-413-1281
Agreements	Kristi Vonkrosigk Martin Hauch GTNP	307-739-5539 307-739-3448	307-690-3011
Compensation/ OWCP	Krista Schuster GTNP	307-739-3445	
Claims (Non-contract)			
Law Enforcement	Phalen Whitehair	307-367-5729	307-413-2042
Fleet	Karol Larson Michael Machupa GTNP	307-739-5539 307-739-3347	
Safety	Travis Wetzler Brian Bergsima GTNP	307-739-5550 307-739-3347	307-699-4564
Property Management	Lori Rowbury IDAWY	208-557-5815	
HR-OWCP ASC	ASC Emergency	877-372-7248 Press "2" for HRM	866-339-8583 (fax)

Appendix B- Great Basin Incident Business Committee

Great Basin Incident Business Committee

Updated 02.27.2015

Agency	Name	Address	Email	Phone Numbers
BIA	Darren Nutter	BIA Western Regional Office Division of Acquisitions 2600 N. Central Ave 4th FL Mailroom Phoenix, AZ 85004	darren.nutter@bia.gov	(602)379-4567 v (602)379-6763 f
BLM - ID	Carol Salo	BLM - Idaho State Office 1387 S. Vinnell Way Boise, ID 83709	csalo@blm.gov	(208) 373-3852 v (208) 631-1625 c (208) 373-3850 f
BLM - NV	Brenda DeBerg	BLM – Nevada State Office 1340 Financial Blvd Reno, NV 89502	bdeberg@blm.gov	(775) 861-6574 v (775) 722-3055 c (775) 861-6668 f
BLM - UT	Karl Clark	BLM – Utah 440 West 200 South, Suite 500 Salt Lake, UT 84101-1345	kwclark@blm.gov	(801) 539-4248 v (801) 349-0773 c (801) 539-4198 f
FS - R4	Lee Ann Evans Chair	USDA Forest Service Intermountain Region 2092 Hwy 95 Council, ID 83612	levans@fs.fed.us	(208) 253-0152 (801) 388-2236 c
FWS	Vacant			
NPS	Maria Mackie	National Park Service	maria_mackie@nps.gov	(303) 969-2971 v (720) 884-6125 c (303) 969-2037 f
ST - ID	Wendy Walter	Idaho Department of Lands 3284 W. Industrial Loop Coeur d' Alene, ID 83815-6021	wwalter@idl.idaho.gov	(208) 666-8648 v (208) 755-2924 c (208) 769-1524 f
ST - NV	Mary Wells Vice Chair	Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701	mwells@forestry.nv.gov	(775)-684-2516 v (775) 443-7759 c (775) 684-2570 f
ST - UT	Jane Martinez	Utah Div. Of Forestry & Fire 1594 W. North Temple Suite 3520 Salt Lake City, UT 84114	janemartinez@utah.gov	(801) 538-5427 v (801) 541-6764 c (801) 533-4111 f
Secretary	Brandi Van Kleeck	BLM - Twin Falls District 400 W. F Street Shoshone, Idaho 83352	bvankleeck@blm.gov	(208) 732-7259 v (208) 308-1050 c (208) 732-7327 f

GBCG	Sue Stewart	USDA Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	sastewart@fs.fed.us	(801) 625-5507 v (801) 721-5581 c (801) 625-5594 f
GB CO	Sue Huston	USDA Forest Service Intermountain Region 324 25 th Street Ogden, UT 84401	shuston@fs.fed.us	(801) 625-5811 v (801) 625-5365 f
BUYT	Sierra Hellstrom BUYT Coordinator	USDA Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	srhellstrom@fs.fed.us	(801) 625-5764 v (801) 940-4395 c (801) 625-5365 f
GB OPS	Edward Fransted "Eric"	BLM Idaho State Office 1387 S. Vinnell Way Boise, ID 83709	efranste@blm.gov	(208) 373-3855 v (208) 972-7446 c (208) 373-3850 f
GB DISP	Jill Leguineche	Boise Interagency Dispatch 3948 South Development Avenue Boise, ID 83705	aleguineche@blm.gov	(208) 384-3380 v (208) 308-3634 c (208) 384-3405 f
GB Trainng	Cindy Savoie	BLM Nevada State Office 1340 Financial Boulevard Reno, NV 89502-7147	csavoie@blm.gov	(775) 861-6521 v (775) 861-6668
GB FEC	Steve Waters	USFS R4 1249 South Vinnell Way, Suite 200 Boise, Id 83709	swaters@fs.fed.us	208-373-4126 v 208-866-7291 c 208-373-4111 f
GB Logistics	Kenny DeBerg	Reno Fire Department 315 Edison Way Reno, NV 89502	debergk@reno.gov	(775) 657-4614 v (775) 846-6618 c (775) 858-1636 f

Appendix C- Contractor Officer Listing

Contracting Officer Listing for 2014

	A	B	C	D	E	F
	Equipment	Contract Area	CO	Mail Performance Ratings to	CO Location	Contact Info
1						
2	Computers	COMMERCIAL ITEM				
3	Crew Carrier Buses	Nation-Wide	Melinda Draper	3833 S. Development Ave, Boise, ID 83705	FS-NIFC Boise	208-387-5610 mgdraper@fs.fed.us
4	Engine	Rocky Mountain & Great Basin (R214 Combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
5	Fallers	Rocky Mountain & Great Basin (R214 Combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
6	Fuel Tenders	Rocky Mountain & Great Basin (R214 Combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
7	Heavy Equipment/Transport	Rocky Mountain (R214 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
8	Mechanic Service Truck	Rocky Mountain & Great Basin (R214 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
9	Portable toilets & Portable Hand Wash Stations	COMMERCIAL ITEM No longer solicited				
10	Potable/Gray Water & Trailer Mounted Hand Wash Stations	Rocky Mountain & Great Basin (R214 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
11	Refrigerated Truck/Trailer	Rocky Mountain & Great Basin (R214 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
12	Skidders, Skidgers & Pumper Cats	Rocky Mountain & Great Basin (R214 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
13	Support Water Tender	Rocky Mountain & Great Basin (R214 combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
14	Tactical Water Tender	Rocky Mountain & Great Basin (R214 combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
15	Tent/Canopy	COMMERCIAL ITEM No longer solicited				
16	Trailers (Communications, Clerical, GIS and HOS)	Nation-Wide	Jason Brandt	3833 S. Development Ave, Boise, ID 83705	FS - NIFC Boise	208-387-5231 jbrandt@fs.fed.us
17	Weed Washing Units	Rocky Mountain & Great Basin (R214 combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
18	Interagency Fire Contract Administrator	Rocky Mountain Great Basin	Steve Waters	1249 S Vinnell Way St. 200, Boise, ID 83709	FS/BLM R-4 Boise	208-373-4126 c-208-866-7291 swaters@fs.fed.us



STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INTRODUCTION

To assist in incident mobilization efforts, the Great Basin Incident Business Group has established Blanket Purchasing Agreements (BPA) to be used in the support of protecting lands for fire suppression, severity, and all-hazard incidents. This document provides the process for utilizing the BPAs listed below:

GREAT BASIN BLANKET PURCHASE AGREEMENTS
Enterprise Car Rental
Hertz
Rush Truck
Salmon Motors
Ely Car Rental

Prior to utilizing a rental car on an emergency incident the proper mode of transportation must be determined. The mode of transportation must result in the greatest advantage to the Government and be approved in advance by the incident agency (via the resource order) and the employee's supervisor.

When use of a rental car has been approved, most agency policy limits the vehicle size to compact vehicles only. Employees may be approved to upgrade rental vehicle size under the following circumstances:

1. To accommodate the transportation of additional government equipment that is so large that it cannot reasonably fit into a compact vehicle.
2. Travelers will be accessing areas of extremely rough terrain, which would require the use of a Sport Utility Vehicle with off road capabilities to ensure safe travel.
3. Sharing a rental vehicle with other employees.

It is recommended that line-going personnel rent large SUVs or ¾-ton pickups. These vehicles are equipped with higher ground clearance and E-class rated tires.

For longer term assignments (i.e., fire pre-positions and details) rentals may be procured and paid under the centrally billed account to avoid potential credit availability issues with charge cards. Users will need to submit spreadsheets or other documentation that indicates which fires and dates the vehicle should be charged to. Arrangements for this documentation should be made at the time of rental between the user and the payment office.

EMPLOYEE WITH A GOVERNMENT-ISSUED CHARGE CARD

A government employee, that has a government-issued charge card, shall utilize this BPA and pay (for themselves only) using that charge card at the time of rental. This option allows the employee to arrange and pay for their own travel, but fall within these terms and conditions unique to incident support (i.e. claims, off road use, etc.).

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. A resource order will be generated for the employee incident assignment, specifying in the "Special Needs" block that a rental vehicle is authorized.
3. The employee may reserve the vehicle by:
 - a. Enterprise Rentals Only - Reserving online at:
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=GRBASIN. Online reservation instructions can be found at: <http://gacc.nifc.gov/gbcc/business.php>.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Employee **MUST** provide either a Vehicle Rental Order Form (Form B-1) or the above-mentioned resource order via fax, email or in person. Employee must specify if a 4X4 or all-wheel vehicle is required at the time of order.
4. The employee shall provide their charge card number at the time of rental. Per the BPA terms and conditions, pre-charging or placing holds on charge cards is prohibited, including pre-authorization fees.
5. The employee will obtain a copy of the rental agreement. The rental agreement should contain either the customer number or the incident number and resource order number. Employees must ensure their government-issued charge card has been utilized on the rental agreement at the time of rental. If an employee encounters resistance to utilization of the employee's government-issued charge card, contact the local dispatch center or incident business personnel for assistance.
 - a. Employee will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. The employee responsible for the vehicle is required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection shall include the body, undercarriage and roof of the vehicle. Any existing or questionable pre-existing damage should be documented with photos (camera or phone) and discussion/documentation with the rental car lot agent. Ensure that pictures reflect the damage in terms of size and depth.
7. A copy of the commercial rental agreement and resource order should be retained by the renter as supporting documentation for the charge card expense. In the even the renter is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be retained as supporting documentation for the charge card expense.
8. All vehicles shall be returned in the condition received (fueled and clean). If this is not possible, it is the employee's responsibility to contact a local representative to assist in the re-fueling and/or cleaning of the vehicle. The employee responsible for the vehicle is required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection should include the body, undercarriage and roof of the vehicle. All damage should be documented with photos (camera or phone). Ensure that pictures reflect the damage in terms of size and depth.
9. Employee will obtain a final invoice from the rental car company. Documentation contained in the glove box should be retained for employee charge card statement reconciliation.
10. Damages – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation (photos, etc.) shall be submitted to the local incident business or administrative point of contact, who will coordinate with the employee's servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. Accountability for damages will be determined by the home unit.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

EMPLOYEE WITHOUT A GOVERNMENT-ISSUED CHARGE CARD

Orders for vehicles under this category, utilizing this BPA, shall only be placed by dispatch, buying team members, or other authorized officials. Employees without charge cards are NOT authorized to order vehicles for themselves.

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. Resource order will be generated for the employee incident assignment, specifying in the "Special Needs" block that a rental vehicle is authorized.
3. Dispatch or other authorized officials (i.e., incident business personnel, buying teams, GB hiring officials) will reserve a rental vehicle for the employee upon receipt of a resource order authorizing the rental. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online. The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 3. above may reserve vehicles that will be centrally billed.
 - b. All Vendors: Authorized personnel listed in 3. above may contact the rental car vendor directly to make arrangements for the rental. Complete the Vehicle Rental Order Form (Form B-1) and provide via fax, email or in person to the vendor. A Vehicle Rental Order Form is **REQUIRED** before the vendor can arrange any rental unit. The Vehicle Rental Order Form (Form B-1) should specify if a 4X4 or all-wheel vehicle is required. The Vehicle Rental Order Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided. A copy of the Vehicle Rental Order Form shall be forwarded to the payment center contact listed on the form.
4. Vendor will contact the renter within 2 hours of the order to arrange delivery or pickup.
5. The employee will obtain a copy of the rental agreement. The rental agreement should contain either the customer number or the incident number and resource order number. Customer numbers can be obtained by local dispatch or incident business personnel. Renters must ensure their personal charge card has not been provided for the vehicle rental. If personnel encounter resistance to utilization of the centrally billed account, contact the local dispatch center or incident business personnel for assistance. **DO NOT PROVIDE PERSONAL CHARGE CARD INFORMATION** to the rental agency.
 - a. Renter will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. The renter responsible for the vehicle is required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection shall include the body, undercarriage and roof of the vehicle. Any existing or questionable pre-existing damage should be documented with photos (camera or phone) and discussion/documentation with the rental car lot agent. Ensure that pictures reflect the damage in terms of size and depth.
7. A copy of the commercial rental agreement should remain in the glove box of the vehicle at all times until vehicle is returned to vendor.
 - a. In the event the renter is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be kept with the original documentation.
8. At the end of the incident, unless otherwise approved, vehicles shall be returned to point of pickup in condition in which it was received (fueled and clean). If this is not possible, it is the renter's responsibility to contact a local representative to assist in the re-fueling and/or cleaning of the vehicle. The employee responsible for the vehicle is required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection should include the body, undercarriage and roof of the vehicle. All damage should be documented with photos (camera or phone). Ensure that pictures reflect the damage in terms of size and depth.
9. The vendor will invoice through the BPA Payment Process to the contact listed on the Vehicle Rental Order Form.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

10. Damages – Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. The renter shall submit forms/photos/documentation directly to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INCIDENT POOL VEHICLES (TRANSPORTATION UNITS, GROUND SUPPORT)

Orders for vehicles under this category, utilizing this BPA, shall only be placed by buying team members or other authorized officials.

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. Resource orders (one per vehicle) will be generated for the vehicles by Dispatch. Resource orders will specify the type of vehicle needed (i.e., 4x4, ½-ton, sedan, etc.)
3. Dispatch or other authorized officials (i.e., buying team members) will reserve rental vehicle(s) upon receipt of a resource order(s) authorizing the rental. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online. All incident pool vehicles will be centrally billed.
 - i. Centrally Billed - The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 3. Above may reserve vehicles that will be centrally billed.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Authorized officials will complete the Rental Vehicle Request Form (Form B-2) and provide via fax, email or in person to the vendor. The Rental Vehicle Request Form is **REQUIRED** before the vendor can arrange any rental unit. The Rental Vehicle Request Form should specify if a 4X4 vehicle is required. The Rental Vehicle Request Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided.
4. Vendor will contact the renter within 2 hours of the order to arrange delivery or pickup.
5. Personnel assigned to pick up the vehicle(s) will obtain a copy of the rental agreement. The rental agreement should contain either the customer number or the incident number and resource order number. Customer numbers can be obtained by local dispatch or incident business personnel. Personnel must ensure a personal charge card is not been provided for the vehicle rental. If personnel encounter resistance to utilization of the centrally billed account, contact the local dispatch center or incident business personnel for assistance. **DO NOT PROVIDE PERSONAL CHARGE CARD INFORMATION** to the rental agency.
 - a. Renter will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. Personnel assigned to pick up the vehicle(s) are required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection shall include the body, undercarriage and roof of the vehicle. Any existing or questionable pre-existing damage should be documented with photos (camera or phone) and discussion/documentation with the rental car lot agent. Ensure that pictures reflect the damage in terms of size and depth. Any photos taken should be provided to the Transportation Unit or Ground Support Unit upon delivery of the vehicle.
7. A copy of the commercial rental agreement shall remain in the glove box of the vehicle at all times until vehicle is returned to vendor.
 - a. In the event the vehicle is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be kept with the original documentation.
8. Support units responsible for the pooled vehicles shall maintain a log of operator use and a log of damages for each vehicle on a daily basis. The logs will be forwarded to the appropriate payment contact and a copy of the logs placed in the incident fire package at the conclusion of the incident.
9. At the end of the incident, vehicles should be fueled prior to leaving the incident. Whenever possible, vehicles should be returned in a cleaned condition. If this is not possible, it is the incident's responsibility to contact a local representative to assist in the re-fueling and/or cleaning of the vehicle. Vehicle shall be returned to point of pickup. Personnel responsible for the return of the vehicles are required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection should include the body, undercarriage and roof of the vehicle. All damage should be documented with photos (camera or phone). Ensure that pictures reflect the damage in terms of size and depth. Any photos taken should be provided to the appropriate payment contact (see 11. Damages below).
10. The vendor will invoice through the BPA Payment Process to the contact listed on the Rental Vehicle Request Form.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

11. Damages – Ground Support Unit Leaders are responsible for ensuring the completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Personnel returning the vehicle shall submit forms/photos/documentation directly to the appropriate payment contact, who will coordinate with their servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the vehicle operator's home unit. The Ground Support Unit Leader and/or vehicle operator may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the vehicle operator may be held financially accountable for a portion of the claim.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INCOMING SINGLE RESOURCE ORDERS

Occasionally, single resources will fly into the Great Basin and need rental cars upon their arrival at the airport. Use the following process to reserve rental cars for this need.

1. All vehicle operators must possess a State-issued driver's license.
2. The incident agency dispatch will receive the rental card need via the sending dispatch center or ROSS. Dispatch should complete the Vehicle Rental Order Form (Form B-1) with information for those needing a rental car reservation.
3. Dispatch will forward the Vehicle Rental Order Form to the buying team or other authorized official who will be placing the order with the rental car company.
4. Dispatch or other authorized officials (i.e., buying team members) will reserve rental vehicle(s) upon receipt of a resource order authorizing the rental. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online.
 - i. Government-Issued Charge Card - The web link for those vehicles that will be paid with a government-issued charge card is: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=GRBASIN.
 - ii. Centrally Billed - The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 4. Above may reserve vehicles that will be centrally billed.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Authorized officials will complete the Vehicle Rental Order Form (Form B-1) and provide via fax, email or in person to the vendor. A Vehicle Rental Order Form is **REQUIRED** before the vendor can arrange any rental unit. The Vehicle Rental Order Form should specify if a 4X4 or all-wheel vehicle is required. The Vehicle Rental Order Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided for those resources listed on the spreadsheet that do not have a Government-issued charge card. The Vehicle Rental Order Form should specify "Government Employee Charge Card" those employees listed on the spreadsheet who possess a Government-issued charge card.
5. Vendor will contact the buying team member or other authorized official within 2 hours of the order to confirm the order and vehicle pickup instructions.
6. Buying team member or other authorized official will fill in the car rental company name on the spreadsheet and return the spreadsheet to the single resource or other designated contact.
7. Single resource arrives at airport and retrieves vehicle from assigned rental car location.
 - a. Employees who are in possession of a Government-Issued charge card are to follow the procedures listed under "Employee With a Government-Issued Charge Card" and are expected to rent the vehicle with their Government-Issued Charge Card.
 - b. Employees who do not possess a Government-Issued charge card are to follow the procedures listed under "Employee Without a Government-Issued Charge Card".

At the end of the incident, vehicles shall be returned in the condition in which they were received (fueled and clean) to point of rental unless other arrangements have been made.

For those rental vehicles that will be billed against the BPA, the vendor will invoice through the BPA Payment Process to the contact listed on the Vehicle Rental Order Form.

DAMAGES

Employees With Charge Card – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation (photos, etc.) shall be submitted to the local incident business or administrative point of contact, who will coordinate with the employee's servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

forward a copy of all documentation and claim adjudication results to the employee's home unit. Accountability for damages will be determined by the home unit.

Employees Without a Charge Card - Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. The renter shall submit forms/photos/documentation directly to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INCOMING INCIDENT MANAGEMENT TEAM ORDERS

On occasion, Incident Management Teams (IMT) will fly into the Great Basin and need rental cars upon their arrival at the airport. Use the following process to reserve rental cars for this need.

1. All vehicle operators must possess a State-issued driver's license.
2. The incident agency dispatch will receive the IMT roster. Dispatch should submit Rental Vehicle Request Form (Form B-2) to the incoming Incident Commander (IC) or their designee. IMT designee will complete the spreadsheet with information for those needing a rental car reservation and will return the Rental Vehicle Request Form to Dispatch.
3. Dispatch will forward the Rental Vehicle Request Form (Form B-2) to the buying team or other authorized official who will be placing the order with the rental car company.
4. Dispatch or other authorized officials (i.e., buying team members) will reserve rental vehicle(s) upon receipt of a resource order(s) authorizing the rental and Form B-2. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online.
 - i. Government-Issued Charge Card - The web link for those vehicles that will be paid with a government-issued charge card is: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=GRBASIN.
 - ii. Centrally Billed - The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 4. above may reserve vehicles that will be centrally billed.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Buying team members or other authorized officials will complete the Rental Vehicle Request Form (see Form B-2) and provide via fax, email or in person to the vendor. The Rental Vehicle Request Form is **REQUIRED** before the vendor can arrange any rental unit. The Rental Vehicle Request Form should specify if a 4X4 or all-wheel vehicle is required. The Rental Vehicle Request Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided for those resources listed on the spreadsheet that do not have a Government-issued charge card. The Rental Vehicle Request Form should specify "Government Employee Credit Card" those employees listed on the spreadsheet who possess a Government-issued charge card.
5. Vendor will contact the buying team member or other authorized official within 2 hours of the order to confirm the order and vehicle pickup instructions.
6. Buying team member or other authorized official will fill in the car rental company name on the spreadsheet and return the spreadsheet to the IC or other designated contact.
7. IMT arrives at airport and retrieves vehicles from assigned rental car locations.
 - a. Employees who are in possession of a Government-Issued charge card are to follow the Procedures listed under "Employee With a Government-Issued Charge Card" and are expected to rent the vehicle with their Government-Issued Charge Card.
 - b. Employees who do not possess a Government-Issued charge card are to follow the procedures listed under "Employee Without a Government-Issued Charge Card".

At the end of the incident, vehicles shall be returned in the condition in which they were received (fueled and clean) to point of rental unless other arrangements have been made.

For those rental vehicles that will be billed against the BPA, the vendor will invoice through the BPA Payment Process to the contact listed on the Rental Vehicle Request Form.

DAMAGES

Employees With Charge Card – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation (photos, etc.) shall be submitted to the local incident business or administrative point of contact, who will coordinate with the employee's servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

forward a copy of all documentation and claim adjudication results to the employee's home unit. Accountability for damages will be determined by the home unit.

Employees Without a Charge Card - Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. The renter shall submit forms/photos/documentation directly to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

Enterprise Rent-A-Car Rental Vehicle Pricing Sheet

Vehicle Type		# of Passengers	Daily Rate	Weekly Rate	Monthly Rate	Delivery/Pickup Fee (Flat Rate)		Mileage Rate (with Delivery/ Pickup)	
						Within 100 Miles	100 Miles +		
Passenger Cars									
Economy Car		4-5	32.25	193.50	774.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
Company Car		4-5	33.75	202.50	810.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
Mid-size Car		4-5	35.25	211.50	846.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
Full-size Car		4-5	41.25	247.50	990.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
Premium		4-5	48.75	292.50	1170.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
SUV/Vans									
SUV	Small (Compact)	2WD	4-5	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle	Unlimited
		4WD	4-5	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle	Unlimited
	Medium (Mid-Size)	2WD	4-5	73.50	441.00	1764.00	100/Per Vehicle*	300/Per Vehicle	Unlimited
		4WD	4-5	73.50	441.00	1764.00	100/Per Vehicle*	300/Per Vehicle	Unlimited
	Large	2WD	5-8	82.50	495.00	1980.00	100/Per Vehicle*	300/Per Vehicle	Unlimited
		4WD	5-8	82.50	495.00	1980.00	100/Per Vehicle*	300/Per Vehicle	Unlimited
Mini Van		7	63.75	382.50	1530.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
Van (Large)		12-15	82.50	495.00	1980.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
Trucks									
1/2 Ton Pickup	2WD	2-5	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
	4WD	2-5	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
3/4 Ton Pickup	2WD	2-5	68.00	408.00	1632.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
	4WD	2-5	68.00	408.00	1632.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
1 Ton Pickup (Capable of Towing)	2WD	2-5	82.50	495.00	1980.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
	4WD	2-5	82.50	495.00	1980.00	100/Per Vehicle*	300/Per Vehicle	Unlimited	
14 Foot Stake Bed	2WD	2	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle	100 Free per day, 500 free per week, and 1500 free per month. Additional mileage charged at 0.14 per mile.	
	4WD	2	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle		
24 Foot Stake Bed	2WD	2	73.75	442.50	1770.00	100/Per Vehicle*	300/Per Vehicle		
	4WD	2	N/A	N/A	N/A	N/A	N/A		
16 Foot Box Truck	2WD	2	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle		
	4WD	2	66.00	396.00	1584.00	100/Per Vehicle*	300/Per Vehicle		
24 Foot Box Truck	2WD	2	73.75	442.50	1770.00	100/Per Vehicle*	300/Per Vehicle		
	4WD	2	N/A	N/A	N/A	N/A	N/A		
Detail Fee: Enterprise retains the ability to charge up to a \$100 per vehicle detail fee on any unit returned that is deemed by Enterprise to exceed the acceptable levels of exterior and/or interior rental wear and tear.									
*Delivery Fee: NO Delivery or Pick Up Fee will apply for passenger vehicle orders of 1 to 10 vehicles with a delivery/pick up point that is within 30 miles of the servicing Enterprise Rent-A-Car location. The same applies for truck orders of 1 to 5 trucks when the Enterprise Truck location is within 30 miles of the delivery/pick up point.									
**Limited quantity of 4X4 stake and box trucks are available - Only those on pick-up truck frames are available in 4x4									
Enterprise retains the right to adjust pricing on an annual basis.									

	Point of Contact	Phone Number
Business Hours	See Attached Rules	
After Hours	See Attached Rules	

Vehicle Pickup/Rental Location(s):	Multiple locations throughout the Great Basin Region
(Ex: County, City, State)	

Quality Motors

Rental Vehicle Pricing Sheet

Vehicle Type			# of Passengers	Daily Rate	Weekly Rate	Monthly Rate	Delivery/ Pickup Fee (Flat Rate)	Mileage Rate (with Delivery/ Pickup)
Passenger Cars								
Economy Car				49.95	279.65	1198.50	See Attached	See Attached
Company Car				59.95	349.65	1498.50	See Attached	See Attached
Mid-size Car				59.95	349.65	1498.50	See Attached	See Attached
Full-size Car				59.95	349.65	1498.50	See Attached	See Attached
Premium				59.95	349.65	1498.50	See Attached	See Attached
SUV/Vans								
SUV	Small (Compact)	2WD		79.95	489.65	2098.50	See Attached	See Attached
		4WD		79.95	489.65	2098.50	See Attached	See Attached
	Medium (Mid-Size)	2WD		99.95	629.65	2698.50	See Attached	See Attached
		4WD		99.95	629.65	2698.50	See Attached	See Attached
	Large	2WD		99.95	629.65	2698.50	See Attached	See Attached
		4WD		99.95	629.65	2698.50	See Attached	See Attached
Mini Van				69.95	419.65	1798.50	See Attached	See Attached
Van (Large)				99.95	629.65	2698.50	See Attached	See Attached
Trucks								
1/2 Ton Pickup	2WD			99.95	629.95	2698.50	See Attached	See Attached
	4WD			99.95	629.95	2698.50	See Attached	See Attached
1/2 - 3/4 Ton Pickup	2WD			99.95	629.95	2698.50	See Attached	See Attached
	4WD			99.95	629.95	2698.50	See Attached	See Attached
1 Ton Pickup (Capable of Towing)	2WD			99.95	629.95	2698.50	See Attached	See Attached
	4WD			99.95	629.95	2698.50	See Attached	See Attached
14 Foot Stake Bed	2WD							
	4WD							
24 Foot Stake Bed	2WD							
	4WD							
16 Foot Box Truck	2WD							
	4WD							
24 Foot Box Truck	2WD							
	4WD							
Detail: A \$150.00 detail fee will be applied to all returned vehicles for cleaning and restoration. Delivery is free within 30 miles of Almon River Motors/Quality Motors facility.								

	Point of Contact	Phone Number
Business Hours	Jessica Bruce	208-756-4211
After Hours	Jessica Bruce	208-816-0911

**Vehicle Pickup/Rental
Location(s):**

1051 S Challis St

(Ex: County, City, State)

Lemhi County, Salmon, Idaho

Ely Car Rental

Rental Vehicle Pricing Sheet

Vehicle Type			# of Passengers	Daily Rate	Weekly Rate	Monthly Rate	Delivery/ Pickup Fee (Flat Rate)	Mileage Rate (with Delivery/ Pickup)
Passenger Cars								
Economy Car			4	35	245	810	50	.30 after 100 miles
Company Car								
Mid-size Car			5	40	265	900	50	.30 after 100 miles
Full-size Car								
Premium								
SUV/Vans								
SUV	Small (Compact)	2WD						
		4WD						
	Medium (Mid-Size)	2WD						
		4WD		65	425	1550		
	Large	2WD						
		4WD						
Mini Van			7	45	315	1350	50	.30 after 100 miles
Van (Large)								
Trucks								
1/2 Ton Pickup	2WD							
	4WD							
1/2 - 3/4 Ton Pickup	2WD							
	4WD			94.75	525	1781		
1 Ton Pickup (Capable of Towing)	2WD							
	4WD							
14 Foot Stake Bed	2WD							
	4WD							
24 Foot Stake Bed	2WD							
	4WD							
16 Foot Box Truck	2WD							
	4WD							
24 Foot Box Truck	2WD							
	4WD							

	Point of Contact	Phone Number
Business Hours	Sherry Flanagan	775-289-8804
After Hours	James Adams	775-289-5576

**Vehicle Pickup/Rental
Location(s):**

1470 N McGill Hwy, Ely, NV 89301 or

(Ex: County, City, State)

1077 E Aultman Ave, Ely, NV 89301

Rush Truck

Rental Vehicle Pricing Sheet

Vehicle Type			# of Passengers	Daily Rate	Weekly Rate	Monthly Rate	Delivery/ Pickup Fee (Flat Rate)	Mileage Rate (with Delivery/ Pickup)
Passenger Cars								
Economy Car								
Company Car								
Mid-size Car								
Full-size Car								
Premium								
SUV/Vans								
SUV	Small (Compact)	2WD						
		4WD						
	Medium (Mid-Size)	2WD						
		4WD						
	Large	2WD						
		4WD						
Mini Van								
Van (Large)								
Trucks								
1/2 Ton Pickup	2WD							
	4WD							
1/2 - 3/4 Ton Pickup	2WD							
	4WD							
1 Ton Pickup (Capable of Towing)	2WD							
	4WD							
14 Foot Stake Bed	2WD							
	4WD							
24 Foot Stake Bed	2WD							
	4WD							
16 Foot Box Truck	2WD		2	80.00	400.00	1733.00	N/A	N/A
	4WD							
24 Foot Box Truck	2WD		2	90.00	450.00	1950.00	N/A	N/A
	4WD							

	Point of Contact	Phone Number
Business Hours	Dave Barnes	208-270-2333
After Hours	Dave Barnes	208-270-2333

Vehicle Pickup/Rental Location(s):
Idaho Falls
Boise
Twin Falls
Salt Lake City

(Ex: County, City, State) _____



DAMAGE/REPAIR GUIDELINES

ENTERPRISE RENT-A-CAR

Off Road Use – Use of vehicles off of paved professionally maintained roads is restricted to ONLY properly equipped 4x4 (4 wheel drive) vehicles.

Impact Damage (body, undercarriage, glass, etc.) – Damages are defined as follows:

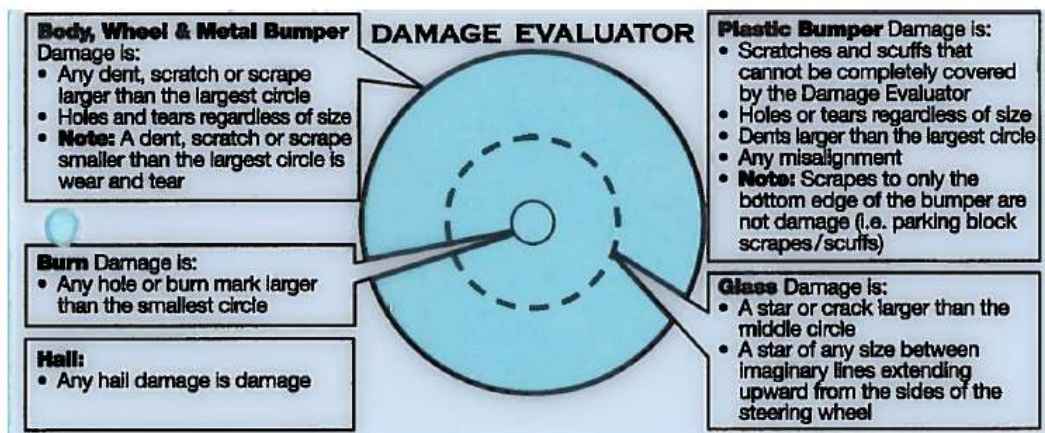
- Scratches larger than 2", or multiple scratches per panel, will be considered damage. Damage will be considered a scratch if it is through the paint. Generally this can be determined if a fingernail catches on the scratch when running fingernail along painted surface. Light markings not through the paint will be considered normal wear and tear.
- Dents larger than 2" or multiple dents per panel will be considered damage. Dents smaller than 2" will be considered normal wear and tear if there are no more than two per panel.
- Impact to undercarriage will be considered damage if the impact causes damage to structural or mechanical parts that require repair in order to maintain value and safety of vehicle.
- Any unusual wear to the interior such as discoloration, rips in upholstery, broken parts, etc., will be considered damage.

Tires/Brakes – In the event that there is tire damage due to off road use, the Agency/renter will be responsible for the remaining useful life of the damaged tire. Damage may include flats caused by punctures but may also be in the form of unusual wear such as missing chunks of tread, unusual wear patterns, etc. For purposes of determining useful remaining life, it will be agreed that the average useful tire life is 40,000 miles. For example, a tire needing replacement at 20,000 miles would have 50% useful life.

Tires requiring replacement shall be replaced with a like tire (brand, type, and size).

In the event that there is premature wear of the brakes, the Agency/renter will be responsible for the remaining useful life of the brakes. For purposes of determining useful remaining life, it will be agreed that the average useful life of brakes is 50,000 miles.

ROADSIDE ASSISTANCE – 1-800-307-6666





DAMAGE/REPAIR GUIDELINES

HERTZ

Wear And Tear

Equipment furnished under the agreement may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include but are not limited to unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions. **As a result, by entering into this agreement, the Contractor agrees that what is considered wear and tear under the agreement may be in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment.**

For the purpose of the agreement, the term "wear and tear" shall include, but not be limited to:

- a. Brush scratches that can be buffed out on the body of the vehicle. Brush scratches deep enough to require repair that includes paint shall be considered outside of the scope of wear and tear.
- b. Punctures tears or destruction of tires and/or sidewalls due to rocks or sticks common to the working environment.
- c. Wear on the paint on the inner and outer surfaces of the vehicle, top, sides, rails, and tailgate; includes chips from flying rocks and minor bumps and dents.
- d. Clogged air filters, air ductwork and oil filters from dust.
- e. For equipment furnished under the agreement, the Government shall not be liable for loss, damage, or destruction of such equipment, except for loss, damage, or destruction resulting from the negligence, or wrongful act(s) of Government employee(s) while acting within the scope of their employment.
- f. In order to better monitor possible abuse of vehicles, the Government may also conduct cursory inspections on a daily basis.
- g. Towing is allowed. However, any damaged that is towing related shall be considered outside the scope of wear and tear.
- h. No cigarette smoking in the vehicle or the government will be liable.

Provisions

- a. All vehicles will be provided clean on the interior and washed on the exterior, along with a full tank of gas and the windshield washer fluid reservoir full. The Government will return the vehicles in the same condition-clean on the interior and washed on the exterior, along with a full tank of gas and the windshield washer fluid reservoir full. If the fuel tank is not filled, contractor may invoice the ordering agency at commercial rental car rate for fuel. Cleaning fee to be included in the Daily rate.

ROADSIDE ASSISTANCE – 1-800-654-5060



DAMAGE/REPAIR GUIDELINES

QUALITY MOTORS

All repairs for vehicles while in government use will be returned at government cost for repairs at Salmon River Motors/Quality Motors and added to the cost of the vehicle. Repairs may be paid separate from the rental.



Great Basin Rental Vehicle BPA – Frequently Asked Questions

L14PA00143 – Rush Truck Leasing	L14PA00146 – Ely Car Rental
L14PA00144 – Quality Motors (Salmon Motors)	L14PA00147 – Enterprise Rent-a-Car
L14PA00145 – Hertz	

- Q What approvals must I have before a rental vehicle can be procured for me?
- A A rental vehicle must be authorized on your resource order before you can have a rental vehicle procured for you.
- Q Who can reserve a vehicle for those who do not have a government issued charge card?
- A The BPA states that only dispatchers, buying team members, finance section chiefs, procurement unit leaders, contracting officers, purchasing agents are authorized to reserve vehicles for those who do not have a government issued charge card. Form B-1 or B-2 must be submitted to the centrally billed payment contact. Online reservations for Enterprise rentals can also be made by the personnel listed. A web link has been provided to them for this purpose.
- Q Who can reserve a vehicle for those who do have a government issued charge card?
- A The same as above plus the employee who possesses the charge card. Online reservations for Enterprise rentals can be made at: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=GRBASIN.
- Q Which rental agreement should be used?
- A Each vendor shown above has its own BPA number. The commercial vendors listed (Hertz/Enterprise) have created customer numbers for the assigned payment contacts. For centrally billed rentals, reservations should only be made by one of the parties listed above.
- Q Can I rent a vehicle from my duty station in the Great Basin and take it outside the Great Basin?
- A Yes – A vehicle rented under the Great Basin BPA can be taken to an incident outside the Great Basin.
- Q I am flying to an assignment. Can I rent a vehicle from my duty station in the Great Basin and pick it up in another location?
- A Yes, utilizing the processes outlined in the Great Basin Rental Vehicle Program SOP. If you have a government-issued charge card, you may book Enterprise rentals online at: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=GRBASIN and pick up the vehicle at an alternate location noted in the reservation. For those personnel who do not possess a government-issued charge card, contact the sending dispatch center to make arrangements for a rental car at the incident location.
- Q Why should I use the Great Basin BPA in place of my federal agency's rental car agreement that is used for normal agency travel?
- A The Great Basin BPA allows you to take the vehicle off publicly maintained roads without prior rental car agency approval. The DoD contract requires you to obtain approval prior to taking the vehicle off publicly maintained roads or risk voiding the included coverages. This approval should be in writing.



Great Basin Rental Vehicle BPA – Frequently Asked Questions

- Q What happens when I arrive at the rental vehicle location to pick up my vehicle?
- A With a Government Charge Card – Provide your government charge card to the rental agency to rent the vehicle and decline all extra insurance coverages and fuel prepayment. Perform a pre-use inspection according to the rental company's procedures/forms. Check all areas of the vehicle, including the roof, for damage. Note any abnormalities and discuss with a rental car employee. Take pictures if possible.
- A Without a Government Charge Card – Your rental should be ready when you arrive at the rental car center. Your rental vehicle will be billed to a centrally billed account. Do not provide a personal charge card to the rental agency. Decline all extra insurance coverages and fuel prepayment. Perform a pre-use inspection according to the rental company's procedures/forms. Check all areas of the vehicle, including the roof, for damage. Note any abnormalities and discuss with a rental car employee. Take pictures if possible.
- Q What happens if the rental car company won't accept my charge card?
- A Let them know that this is not a centrally billed account and they should accept your government issued charge card. If you are not successful, send your incident business lead an email with the details and a copy of your rental agreement as soon as possible.
- Q What do I do if I think the rate I am being charged is incorrect?
- A Contact your incident business lead to verify the rate. If the rate is incorrect, work back through to the contracting officer to communicate with the rental car company point of contact. Current rental rates are posted at: <http://gacc.nifc.gov/gbcc/business.php>.
- Q What can I expect when I get to the incident?
- A As with any rental vehicle, if you have rented the vehicle on your government issued charge card, do not give the keys to anyone at the incident for the incident's use. If the vehicle is rented under your charge card, you are responsible for any use and/or damage to the vehicle. If the vehicle is centrally billed and is needed at the incident for use by those other than the original driver, document all users and any associated damage to the vehicle by any of those users.
- Q What do I need to know when I return a vehicle after my assignment?
- A Vehicles should be returned in the same condition as when it was received (clean and fueled). The employee is responsible to perform a post-use inspection of the vehicle according to the rental company's procedures/forms.
- Q What happens if my vehicle is damaged on the assignment?
- A Claims and damages will be settled separately from the rental by the employee's servicing contracting officer. Any claims and damages should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage (OF-289 or SF-91 and SF-94). Forms, photos and other documentation shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Accountability for damages will be determined by the home unit.
- Q Do the rental car agencies under contract have roadside assistance contact numbers?
- A Both Enterprise and Hertz have roadside assistance that is available 24 hours a day. The numbers are:



Great Basin Rental Vehicle BPA – Frequently Asked Questions

- Enterprise - 1-800-307-6666
- Hertz - 1-800-654-5060

- Q Can my rental vehicle be dropped off at a location that is different from where it was rented?
- A If the vehicle is returned at a location that is different than the rental location, a drop off fee may be added to the rental fee. A cost comparison should be done to ensure the government is not incurring an unnecessary cost. Contact the rental car company to obtain the drop off fee and inquire if there would be additional burdens to dropping it off at a different location. If the vehicle is being centrally billed, the operator should contact whoever rented the vehicle to ensure the drop off and any associated fees are agreeable with that agency.
- Q How can pool vehicles that are used on the incident be fueled prior to return?
- A If the employee returning the vehicle has a government travel or purchase card they can procure the fuel for that vehicle. If personnel are fueling more than one vehicle it will require a purchase card. Other acceptable methods of procurement are: assigned buying team member or other agency personnel with a purchase card. Incident Management Teams should make arrangements with the incident agency for the refueling method prior to leaving the incident.
- Q How can a casual employee refuel a rental vehicle prior to its return?
- A Casuals can use personal funds to refuel the vehicle and submit a receipt for reimbursement with their travel reimbursement claim or they can make arrangements with their hiring agency or the incident agency to refuel the vehicle by other means.



GREAT BASIN RENTAL CAR PROGRAM ENTERPRISE DIRECT BILLING ONLINE RESERVATION INSTRUCTIONS

WHAT: Online reservation instructions for Enterprise Rent-a-Car for the direct billed Enterprise accounts (those travelers with a government-issued charge card).

WHO: A web link is available to those who will be making reservations for incident assignments and have been authorized a rental vehicle on their resource order. Only those personnel who possess a government-issued charge card may utilize this process.

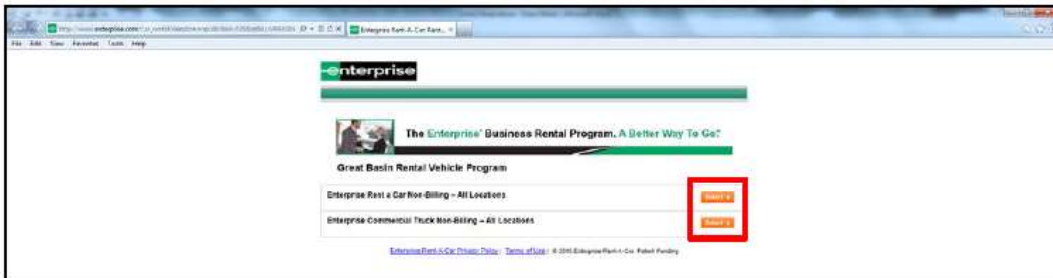
WHEN: Effective immediately.

CREATING A RESERVATION

Web link: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=GRBASIN

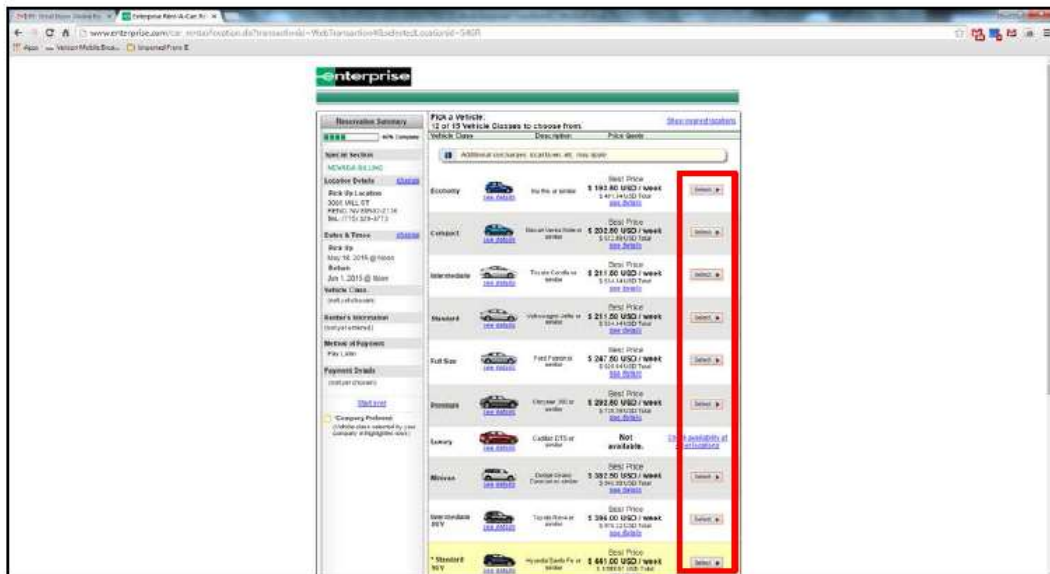


NOTE: If at any time during the reservation process, the system times out, do not click on the links above. These links take the user to the commercial Enterprise site. The user must go back to the link shown above to access the Great Basin Rental car process.



Select either the Car or Truck billing.

- Car Non-Billing – All vehicles up to and including ½-ton pickups
- Truck Non-Billing – Vehicles ¾-ton and larger



A list of available vehicles at the selected location will be shown on the screen. Preferred vehicles are highlighted in yellow. Enterprise's recommendation for vehicles that will be utilized off-road are Large SUVs or ¾-ton or larger pickups due to increased ground clearance and off-road rated tires. ¾-ton pickups must be rented on the truck site. Rent only the class of car that will be needed by the driver.

NOTE: If a desired vehicle is showing as not available, contact the location directly. They may be able to locate a vehicle.

Click **Select** for the desired vehicle type.

The screenshot shows the Enterprise Rent-A-Car reservation system. The 'Main Information' section is highlighted, showing fields for Renter's Name, Home Phone Number, Credit Card Type, and Renter's Email. A 'Continue' button is visible at the bottom right.

Main Information –

- Renter's Name - Enter the **driver's** first and last name and phone number. This will ensure the reservation is made in the driver's name and will help facilitate picking up of the vehicle.
- Home Phone Number – Enter the **driver's** phone number.
- Credit Card Type – Select appropriate credit card type.
- Renter's Email – If the driver is entering the reservation, enter the **driver's** email address; otherwise, enter the **reservation preparer's** email address. A confirmation email will be sent to this email address. The reservation preparer should ensure the driver receives a copy of the reservation.

Corporate Account Details – Verify the proper billing location is listed. Check Yes.

Additional Information – Enter the **FireCode**, **Request #**, and **Driver Name**.

It is important that this block contain the information listed above. It will be printed on the traveler's rental agreement and may be of assistance in the case of billing errors.

Do not enter any additional information on this screen.

Click **Continue** after all information has been entered.

Email Confirmation

Confirmed: Enterprise Rent-A-Car Reservation

Enterprise Rent-A-Car Reservations - no time reservations@enterprise.com

8:24 AM (10 minutes ago)

Dear Shirley Rose,

Thank you for choosing Enterprise. We look forward to seeing you on Monday, May 18, 2015 at 10am. If you didn't pick your confirmation when you reserved your car, please print this Email or record your confirmation number. You may need it when you pick up your rental. Your rental information is summarized below.

RESERVATION INFORMATION

Confirmation Number: TR7EYGE

File Code: 1 Request #: 88C2YD-33 Shirley Rose

Name: Shirley Rose

Pick Up Date: Monday, May 18, 2015 at 10am
Drop Off Date: Monday, June 1, 2015 at 10am

Pick Up Location Address and Phone Number:
Hertz-CO-0944
2001 West 1st
Reno, NV 89502-2106
Tel: (775) 326-0773

Pick Up Location Hours for the week of: May 18, 2015
Monday: 7:30 am - 4:00 pm
Tuesday: 7:30 am - 4:00 pm
Wednesday: 7:30 am - 4:00 pm
Thursday: 7:30 am - 4:00 pm
Friday: 7:30 am - 4:00 pm
Saturday: 9:00 am - 1:00 pm
Sunday: 9:00 am - 1:00 pm

Car and Rate Information for One Basic Rental Vehicle Program
Standard SUV Hybrid Drive Tr or 4dr
Unlimited Mile
Rental Rate Fee or similar
\$82.29 USD (2 Weeks @ 441.50)

\$8.03 USD	(FEDERAL LICENSE COST)
\$9.39 USD	(State Fee)
\$8.29 USD	(GOVERNMENTAL SERVICES FEE)
\$7.64 USD	(COURTY TAX)
\$8.13 USD	(SALES TAX)

Total charges: \$,880.37 USD

Additional charges, local taxes, etc. may apply.

ENTERPRISE FORMS OF PAYMENT POLICY

THE FOLLOWING MAJOR CREDIT CARDS ARE ACCEPTED AS A DEPOSIT FOR RENTAL IN THE US-AMERICAN EXPRESS, MASTERCARD, VISA, AND DISCOVER NETWORK. NAME OF PRIMARY RENTER MUST MATCH NAME ON CREDIT CARD. A MINIMUM DEPOSIT OF \$500 USD ON THE ENTIRE COST OF THE RENTAL IS REQUIRED. PROVIDED BY DEBITOR, WILL BE CHARGED AT THE TIME OF RENTAL. OVERDRAFTS, CHARGING TO USE A BANK LIMITED DEBIT CARD OR A MONEY ORDER AS A DEPOSIT PLEASE SEE DEBIT CARD DEPOSIT POLICY. PREPAID CREDIT CARDS MAY BE USED FOR FINAL PAYMENT ONLY, NOT FOR A DEPOSIT. CASH/NOI ACCEPTED AS A FORM OF PAYMENT.

ENTERPRISE RENTER REQUIREMENT POLICY

ALL DRIVERS MUST HAVE A VALID UNITED STATES DRIVERS LICENSE, OR INTERNATIONAL DRIVERS PERMIT. ALL INTERNATIONAL DRIVERS MUST ALSO HAVE THEIR OWN VALID COUNTRY SPECIFIC DRIVERS LICENSE. NOTE: AT PRESENT AND MEXICO AREA AIRPORTS AND RENTAL LOCATIONS, RENTERS WITH DRIVERS LICENSES ISSUED OUTSIDE OF THE UNITED STATES OR ITS TERRITORIES MUST PRESENT A VALID PASSPORT. US TERRITORIES INCLUDE AMERICAN SAMOA, GUAM, THE U.S. VIRGIN ISLANDS, PUERTO RICO, THE PRESIDENT STATES OF MICRONESIA, AND THE MARIANA ISLANDS. HAVE A MAJOR CREDIT CARD IN THE NAME AT THE TIME OF RENTAL. EXCEPTIONS MAY APPLY BY LOCATION PLEASE SEE INDIVIDUAL LOCATION PAYMENT POLICY. NOTE: ENTERPRISE LOCATIONS REQUIRE A RENTAL DEPOSIT IN ADDITION TO THE COST OF THE RENTAL AMOUNT. MEET THE RENTAL LOCATION MINIMUM AGE REQUIREMENTS. NOTE: MOST ENTERPRISE LOCATIONS REQUIRE A RENTAL DEPOSIT IN ADDITION TO THE COST OF THE RENTAL AMOUNT.

ENTERPRISE RELEASE POLICY

VEHICLE IS UNLIMITED WITHIN THE RENTAL STATE AND BORDERING STATE. IF TRAVELING OUTSIDE OF THESE STATES, RELEASE WILL BE AT 200 FREE MILES PER DAY AND \$25 EACH ADDITIONAL MILE.

ENTERPRISE AGE POLICY

ALL DRIVERS MUST BE 21 YEARS OF AGE OR OLDER. RENTERS 21 THROUGH 24 YEARS OF AGE MAY ONLY RENT ECONOMY THROUGH FULLSIZE CARS.

ENTERPRISE INSURANCE POLICY

THE RENTERS LIABILITY INSURANCE WILL APPLY EXCEPT WHERE ENTERPRISE IS REQUIRED BY LAW TO PROVIDE LIABILITY PROTECTION.

ENTERPRISE ADDITIONAL DRIVER POLICY

THERE WILL BE AN ADDITIONAL CHARGE OF \$15.00 US PER DAY FOR EACH ADDITIONAL AUTHORIZED DRIVER OTHER THAN A SPOUSE OR DOMESTIC PARTNER.

TOLL ROAD USAGE PROGRAM

Click here for more information:
<http://www.hertz.com/tollprogram>

ENTERPRISE WILL PICK YOU UP

If you need a ride, Enterprise will pick you up, take you to our office and get you on your way, absolutely free. Call Toll Free (775) 326-0773 now to make arrangements. Geographic restrictions may apply.

TO MODIFY OR CHANGE THIS RESERVATION

Please click the link below to modify or cancel this reservation. Note: Modifying your location, date, or time may result in changes to your rates, taxes, discounts or mileage fee.
<http://www.enterprise.com/us/en/rental/booking/BookEditConfirmation?T7753260773newto:makearrangements&id=88C2YD-33&lang=en-US>

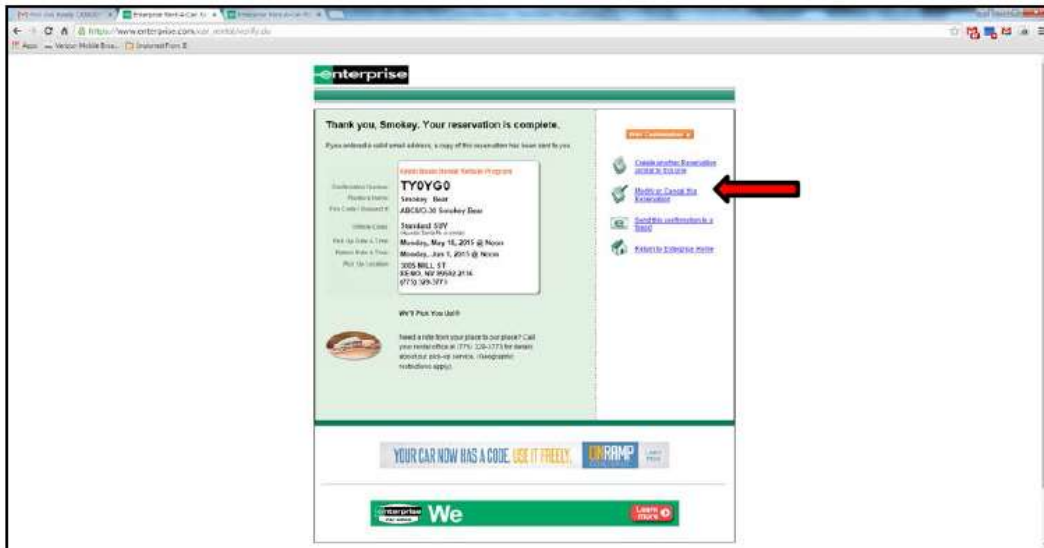
April 2015

Page 7

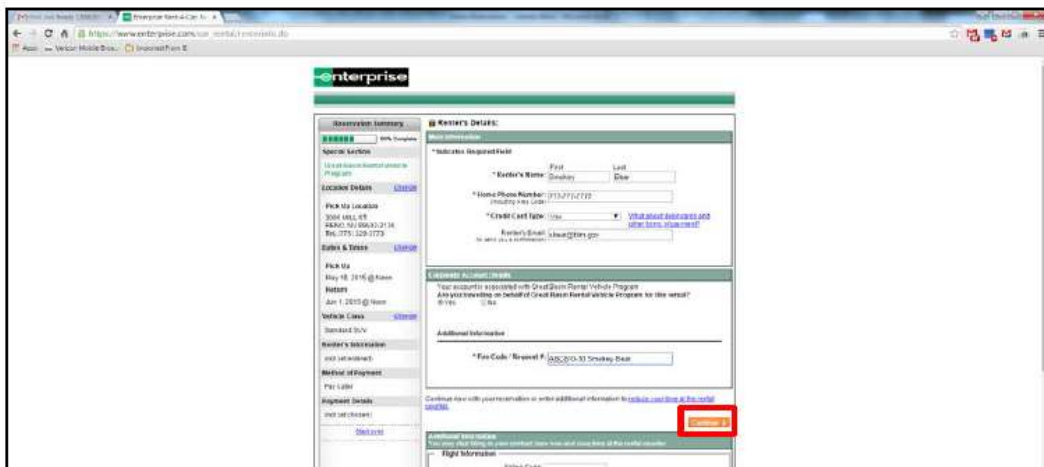
CANCEL A RESERVATION

There are two ways to cancel a reservation.

1 - From the Reservation Confirmation Page



Select the link to *Modify or Cancel this Reservation*.



Click *Continue*.

The screenshot shows the Enterprise Rent-A-Car website. The main heading is "enterprise". Below it, there's a navigation bar with "Home", "About Us", "Contact Us", "Locations", "Fleet", "Partners", "Press", "Careers", "Privacy Policy", "Terms of Use", "Site Map", and "Feedback".

The main content area is titled "My Account" and "My Reservation". The "My Reservation" section is active, showing a quote for a 14-day rental of a Standard SUV. The quote includes details like vehicle type (SUV), location (New York, NY), and rental dates (May 18 - May 25, 2015). The total price is \$1,083.97 USD. A red box highlights the "Submit Reservation" button.

The quote details are as follows:

- Vehicle:** Standard SUV
- Location:** New York, NY
- Rental Dates:** May 18 - May 25, 2015
- Total Price:** \$1,083.97 USD

The "Submit Reservation" button is located at the bottom right of the quote details.

Click **Cancel Reservation**.

The screenshot shows the Enterprise Rent-A-Car website's 'Cancel your reservation' page. The page is divided into two main sections: a left sidebar with reservation details and a main content area with a confirmation message and a 'Cancel Reservation' button highlighted with a red box.

Reservation Details:

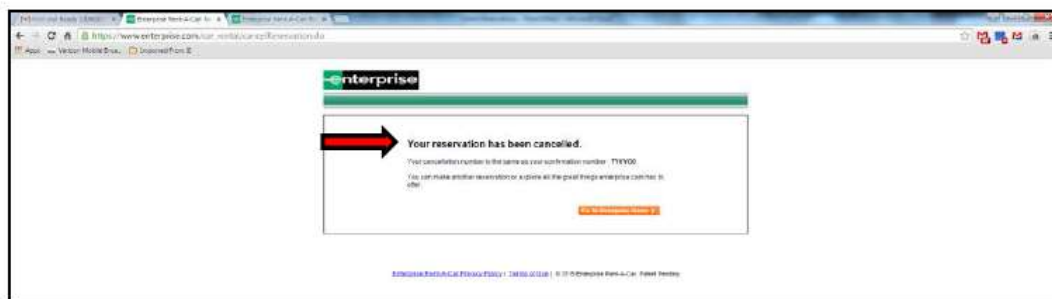
- Confirmation:** 5/1/14
- Special Section:**
 - Call 1-800-RENT-A-CAR
 - Vehicle Group:
- Location Details:**
 - Pick Up Location:** 3200 W. 3rd St, DENVER, CO 80202-2136, Tel: (773) 524-3773
 - Return Location:** 3200 W. 3rd St, DENVER, CO 80202-2136, Tel: (773) 524-3773
- Rent & Return:**
 - Rent Up:** May 18, 2014 @ Noon
 - Return:** Jun 1, 2014 @ Noon
 - Vehicle Class:** Standard Full
- Renter's Information:**
 - Company: ABC
 - Phone: (773) 524-3773
 - Email: abc@abc.com
- Method of Payment:**
 - Pay Later
- Payment Details:**
 - Pay at Pick Up

Main Content Area:

Are you sure you want to cancel?

[Return Rent-A-Car Privacy Policy](#) | [Terms of Use](#) | © 2014 Enterprise Rent-A-Car. All rights reserved.

Click *Yes, Cancel*.



Note that the reservation has been cancelled. An email will be sent to the driver or reservation preparer.

Email Cancellation



2 - From the Email Confirmation

[illegible]

At the bottom of the email confirmation is a link to cancel the reservation. Click the link.

The screenshot shows a web browser window with the URL <https://www.ontario.ca/vehicle-registration>. The page is titled "Enterprise" and displays a "Registration Summary" for a 2015 Ford Focus. The summary includes the vehicle's VIN (1F1717272), make (Ford), model (Focus), year (2015), and color (Blue). It also shows the registration fee of \$125.00 and the license plate number 123-ABC. A red box highlights the "Continue" button at the bottom right of the page.

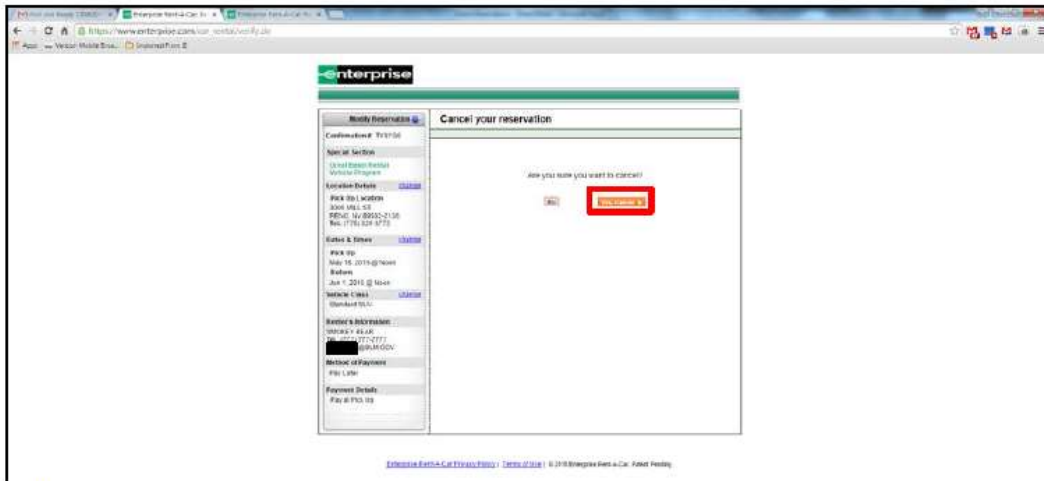
Click **Continue**.



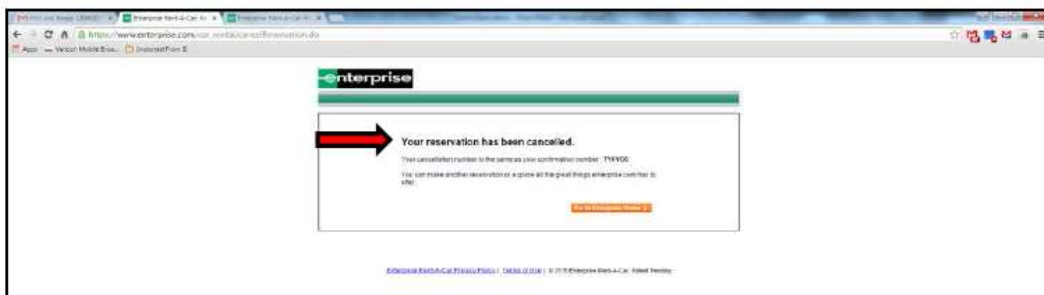
The screenshot shows the Enterprise Rent-A-Car website. The top navigation bar includes the Enterprise logo and a search bar. The main content area is titled 'Party Changes to Confirmation #77996'. Below this, there are several sections: 'Vehicle Details', 'Vehicle Information', 'Vehicle Details', 'Vehicle Details', and 'Vehicle Details'. The 'Vehicle Details' section is highlighted with a red box and contains the following information:

- Vehicle: 2014 Toyota Camry
- Vehicle: 2014 Toyota Camry

Click *Cancel Reservation*.



Click **Yes, Cancel**.



Note that the reservation has been cancelled. An email will be sent to the driver or reservation preparer.

Email Cancellation





VEHICLE RENTAL ORDER FORM

GREAT BASIN GEOGRAPHIC AREA

Bureau of Land Management
USDA – Forest Service
National Park Service
Bureau of Indian Affairs
U.S. Fish & Wildlife Service
States of Utah, Nevada, Idaho, Wyoming

Date: _____

Rental Agency/City: _____ BPA Number: _____

Incident Name/Number: _____ Resource Order Number (E or O#) _____

Vehicle Type(s): _____ Date/Time Needed: _____

Pick Up Location: _____

*****ALL RENTALS WILL BE UTILIZED FOR A MINIMUM OF 14 DAYS UNLESS OTHERWISE SPECIFIED*****

Renter Name: _____

Renter Phone Number: _____

Requestor/Authorized Ordering Official (if different from renter):

Name: _____ Phone Number: _____

How will this order be paid?

☐ Government Employee Charge Card, **Customer #** _____
(Coordinate with employee at time of pickup/drop off)

☐ Invoiced through BPA Payment Process, **Customer #** _____
(Vendor must submit this order form with invoice package to the payment contact listed below.)

Payment Contact Name: _____

Payment Contact Phone Number: _____

U.S. GOVERNMENT IS TAX EXEMPT

Form B-1

4/1/2015

Appendix E – Forest Service AD Pay Plan

Appendix F- Department of the Interior AD Pay Plan



Great Basin OWCP Illness and Injury Incident Guide 2015

Introduction

This incident guide will provide an explanation of forms and procedures used by Finance Section Chiefs (FSC), Injury Specialists (INJR) and Compensation/Claims Unit Leaders (COMP) for processing claims for injury or disease. Compensation for federal employees, casual hires and official volunteers is authorized under the Federal Employee's Compensation Act (FECA) and are administered by the Department of Labor (DOL), Office of Workers' Compensation Program (OWCP). Information on injury compensation can be found in the [Interagency Incident Business Management Handbook](#) (IIBM) Chapter 10: Compensation for Illness/Injury and Chapter 50: Cooperative Relations.

Responsibilities

Compensation/Claims Unit Leader or Compensation for Injury Specialist responsibilities (from IIBM page 10-88):

- Ensure the appropriate state or federal forms are properly completed for all work related injuries or illnesses beyond first aid.
- Authorize medical treatment, as appropriate, using state workers' compensation forms, form CA-16, Authorization for Examination or Treatment, or form FS-6100-16, APMC Authorization and Medical Report.
- Review medical treatment documentation for work restrictions and informing the individual's supervisor of these restrictions.
- Ensure that necessary paperwork is completed, processed, forwarded and faxed to the individual's home unit within established timeframes.
- Advise individuals' of their rights and responsibilities when injured or ill.
- Provide information to the Time Unit Leader (TIME) for accurate posting of timesheets for injured/ill individuals.
- Provide information to the TIME for payroll deduction of non-work related medical expenses.
- Follow up on the status of hospitalized or medical evacuated incident personnel.
- Inform FSC and Safety Officer of injury/illness and trends occurring on the incident.

Note: Injury Specialists and Compensation/Claims unit leaders do not have the authority to deny requests for medical treatment if an injury is appropriately reported.

HIPPA Disclosure: (I) Standard: Disclosures for workers' compensation. A covered entity may disclose protected health information as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs, established by law, that provide benefits for work related injuries or illness without regard to fault. (45 CFR § 164.512(I)).

Incident Preparation

- Discuss with the Finance Section Chief whether or not Agency Provided Medical Care (APMC) has been authorized for the incident and, if it has been authorized, coordinate payments with the appropriate source (Buying Team, Procurement Unit, Home Unit, etc.).
- Make contact with the Medical Unit Leader, the local clinic/hospital billing staff and the local pharmacy to exchange contact and process information. Do not wait until you an injury or illness is presented.
- Ensure there are ample copies of the correct versions of forms available (**see Attachment A**).
- Set up Incident Illness/Injury/APMC log (**Attachment C**) with incident specific information. Be sensitive regarding what is entered into the log (*home unit address rather than personal addresses*). Delete the patient names prior to transition back to the incident agency.

Traumatic Injuries

Traumatic Injuries are defined as a wound or other condition of the body caused by external force, including stress or strain. It must be identifiable by time and place of occurrence and caused by a specific event or events within a single shift (for unknown origins see "Occupational Disease/Illness").

Employees are responsible for notifying their on-site supervisor within one work day of an injury and for the entry of the incident into their injury recording system (eSafety for Forest Service) within 48 hours. Hard copy claims can be filled out and entered into the system of record by the supervisor or proxy, but these systems require the signature of the employee on either the hard copy or electronic copy. FECA requires employees to report the injury within 30 days from the date of injury to retain eligibility for continuation of pay (COP) benefits.

Forms associated with traumatic injuries:

- Reporting Only – Notice of Traumatic Injury (CA-1).
- Received First Aid (on-site) only - Notice of Traumatic Injury (CA-1).
- Received Medical Treatment - Notice of Traumatic Injury (CA-1) and Authorization for Treatment (CA-16).

Issuing an Authorization for Examination/Treatment (CA-16*):

1. After notification of an injury or illness from the Medical Unit Leader, ask the following questions before issuing a CA-16 Authorization for Examination/Treatment (valid for treatment no later than 7 days after initial report):
 - What is the patient's agency and home unit?
 - What is the patient's name?
 - To what facility are they being taken?
 - What is the nature of the injury or illness?

*NOTE: A CA-16 should never be issued for an occupational illness.

Cooperators use their own workers' compensation forms issued by their state/county/city and contract employees use their required workers' compensation insurance. Assist these employees in filling out their paperwork and any faxing/coordination that may be needed.

Do not use OWCP forms for cooperators, unless specifically directed to do so by that agency (such as a CA-1 for documentation only). Never issue a CA-16 to a non-federal worker (such as a state, city, county or contract employee).

2. Fill out the front page of the CA-16:

- Block #1 can be found on the ICS-206 Medical Plan in the Incident Action Plan or ask the Medical Unit.
- Block #3 is the date of the actual injury and not the date they report it or receive medical care.
- Block #4 is the patient's regular title, i.e. Forestry Technician. For ADs use their incident title.
- Block #7 should be "N/A" as a CA-16 cannot be issued for an illness.
- Block #12 is the remainder of the OWCP district office; see **Attachment B** for a listing of district office address and the states they service (determined by the patient's home unit address state).
- Block #13 is the name and address of the **home unit**. For all Forest Service patients (including FS sponsored casualties) use the following address:

US Forest Service, US Department of Agriculture
Albuquerque Service Center Mail Stop 326
4000 Masthead Street NE
Albuquerque, NM 87109

3. Instruct the patient (and/or Medical Unit personnel providing transport) to not give the medical facility a personal health insurance card. Unfortunately due to most hospital billing system's payment priorities, there have been numerous times an employee's personal health insurance was billed instead of OWCP.
4. Instruct the patient and/or doctor to fill out the second page of the CA-16, Attending Physician Report. The medical facility may make any copies; however, the original copy of the CA-16 should be returned to the incident with the patient.

*For catastrophic or serious injuries, such as burns or multiple broken bones, call the home unit injury specialist (or ASC for Forest Service Employees 1-877-372-7248 option 2, option2) as soon as all official notifications have been made to discuss the next actions to be taken so that the transition from the incident to the agency will flow smoothly without interruption for the patient. **Attachment D** lists the Red Book Burn Protocols.*

5. If the medical facility is not familiar with OWCP billing, explain that they need to submit in their billing a copy of the CA-16 and an AMA standard Health Insurance Claim Form (AMA OP 407/408/409, UB-92, **OWCP-1500a or HCFA 1500**; as listed on the bottom of the second page of the CA-16) with a Current Procedural Terminology Code of 4 (CPT 4). OWCP's billing address is:

**US Department of Labor, DFEC Central Mailroom
PO Box 8300
London, KY 40742-8300**

Additional information for medical providers can be found in Appendix G.

6. After the patient returns from the medical facility review the second page of the CA-16 to ensure completeness and ensure a CA-1 Notice of Traumatic Injury has been filled out by the patient, witness (if applicable) and supervisor. This may take additional time due to the location of the incident supervisor and/or the condition of the patient).
7. If the patient needs a prescription, utilize local pharmacies and explain that it is a DOL, Office of Worker's Compensation Claim and to bill directly using DOL, OWCP, Division of Federal Employees Compensation (DFEC) fee schedules (most large chain pharmacies know this process). If the pharmacy is not enrolled with DFEC, they should contact DOL, Affiliated Computer Services (ACS) <https://owcp.dol.acs-inc.com>.
 - If a pharmacy will not accept ACS, the employee can either pay for the prescription themselves or it may be purchased by the government using a commissary deduction on the OF-288. The employee can later claim reimbursement of the expense from OWCP. Do not use agency charge cards to pay for OWCP bills, unless a commissary deduction is made.
8. For agency specific direction for paperwork (including timeframes) see **Attachments D and E**.
9. If there is continued paperwork or COP to be applied to the patient's time, work with the Time Unit Leader to post it correctly and attach the sealed file with the forms to their time file (for return to the home unit on demob). Refer to Chapter 10, pages 10-92 through 10-95 of the IIBMH for additional direction on COP.
10. If the injury is serious and/or requires continuing medical care and the patient has been released from the hospital, generally return the injured patient to the home unit as soon as practical for continued medical treatment by their primary physician.
11. Inform the employee that they have the right to choose a physician and the emergency care provider does not count as a first choice. After the initial choice, they must have prior OWCP approval to switch physicians.

12. Any future expenses, such as travel or prescriptions, may be reimbursed by OWCP (after the employee receives their OWCP case number) by using form OWCP-957. Reimbursement may take 8-12 weeks.
13. Complete the Incident Illness/Injury/APMC log after each report or at least daily.

Occupational Disease/Illness

Occupational disease is defined as a condition produced by the work environment over a period longer than a single shift. It may result from a systematic infection, repeated stress or strain, exposure to toxins, poisons or fumes, unknown origins or other continuing conditions from the work environment. Examples include: smoke inhalation, carpal tunnel, etc.

Forms associated with occupational illness:

- Reporting Only – Notice of Occupational Disease (CA-2).
 - Received Medical Treatment - Notice of Occupational Disease (CA-2).
1. OWCP rarely allows agencies to authorize medical treatment related to an occupational disease or illness. The employee is responsible for the cost of the treatment and can file a claim for reimbursement using a CA-2, Notice of Occupational Disease.
 2. Provide the employee with the appropriate forms (listed above) for their claim.
 3. Complete page 3 of the CA-2 Receipt of Notice and return to the employee. See **Attachments D and E** for agency specific paperwork directions.
 4. Complete the Incident Illness/Injury/APMC log after each report or at least daily.

Agency Provided Medical Care (APMC)

APMC is used for first aid treatment of federal and some state/local personnel only. First Aid does not include medical treatment for cuts requiring stitches, X-rays, MRIs or burn treatment, etc. It is used when the agency anticipates that merely a single trip to the medical provider or possibly a single recheck during will be needed. It can only be used while the employee remains at the site of the incident and they are not entitled to lost time benefits, such as sick leave, annual leave or continuation of pay. More information on APMC can be found in the IIBM, pages 10-96 through 10-99.

1. Before using APMC, ensure that the host unit has authorized its use by checking with the Finance Section Chief, Incident Business Advisor, or Agency Administrator.
2. APMC is not to interfere with employee's rights under OWCP for treatment of work related injuries and illnesses. It may be disadvantageous to the employee and they must be counselled on their options. Federal employees do not have a right to treatment under APMC as they do with OWCP cases.
3. Ensure the use of APMC for illnesses is appropriate, such as first aid treatment of respiratory infections, colds, sore throats and similar conditions associated with exposure to smoke, dust, and weather conditions and only used to relieve suffering. It is not intended for dental work or non-work related injuries.
4. Issue the APMC Authorization and Medical Report, form FS-6100-16. Fill out the Part A 'Authorization', have the doctor fill out the Part B 'Report' and instruct the medical facility to return the original with the patient.
5. Assign a medical resource request number (M#) in sequential order using the Incident Illness/Injury/APMC log. Record the M# on the APMC form and all associated medical expenses and write "Paid by APMC" on all documents once payment has been made. (M#s are only issued for APMC and not for OWCP cases.).
6. If you do not have purchasing authority coordinate with the Finance Section Chief, Buying Team, or local purchasing agents to make payments. Anyone making APMC purchases will need all original receipts and any additional documentation for their credit card adjudication.

Continuation of Pay (COP)

If the employee files a CA-1 within 30 days of the date of injury, seeks medical attention, and the claim is accepted by OWCP, the employee is entitled to a maximum of 45 calendar days of continued pay. This leave is used to attend physician and physical therapy appointments, surgical procedures, or while on total or partial disability, per the physician's orders. COP is paid at the employee's regular salary rate. It starts the first day an employee misses work within the first 45 day period. Time loss due to an injury after expiration of COP can be charged to the employee's sick or annual leave or leave without pay. Information on COP can be found in the IIBMH, pages 10-92 through 10-95. The Time Unit will document COP on the employee's OF-288 and the home unit will post the COP per their pay policies. If an employee uses COP leave for any part of a day, it is counted as one full day of COP.

Casuals/ADs who sustain traumatic injury are entitled to COP as follows:

- For members of an organized crew: Until the crew is terminated, or 45 calendar days within the 90 day eligibility period, whichever comes first. The home unit may require a written statement noting when the crew was released from the incident.
- For support casuals: Until the time they would have normally been laid off (such as the end of the incident or a predetermined date, such as the casual's 14th day of the assignment). The home unit may require a written statement from the incident supervisor verifying when the job would have normally ended.

Recurring Illness/Injury

If the illness or injury reoccurs after being submitted to OWCP, the patient should call their OWCP assigned contact (with their OWCP claim number) to gain authorization for treatment. If it is an emergency situation, the incident should ensure the patient receives appropriate treatment, but do not issue a CA-16 authorization to the clinic or hospital.

Interactions with the IBA

The Incident Business Advisor (IBA) needs to be informed of all illness and injury trends, serious accidents and fatalities. Contact does not necessarily need to be made to the IBA at the time of a serious injury/illness or fatality, especially if it will impede medical treatment or is considerably outside of normal work hours. However, the IBA should be notified during the next available opportunity (e.g., the next morning). For less serious illness and injuries, providing a daily summary (written or verbally) will usually suffice, but should be discussed during the in-briefing.

Attachment A: Guide to Injury and Illness Forms

Type of Illness/Injury	CA-1	CA-16	CA-2	FS-6100-16
Traumatic Injury, No Medical Treatment or on-Site First Aid only	X			
Traumatic Injury, Medical Treatment	X	X		Only if APMC is Authorized by Agency
Exposure Incident (reporting only)			X	
Occupational Illness/Disease			X	

X = Forms issued by Injury Specialist, current forms can be found at: www.fedforms.gov under Department of Labor Forms section.

Purpose, Responsibilities and Filing Instructions (click on form number to open)

CA-1 Notice of Traumatic Injury (current version date: Jan 2013)	Use if injury occurred within one work day or shift. Employee and witness complete side one and submit to supervisor within three work days. The supervisor completes side two and side four (receipt of notice) and submits to injury specialist* within one work day of receipt.
CA-16 Authorization for Examination/Treatment (current version date: Feb 2005)	Authorizes payment for initial medical care for Traumatic Injury only and issued by the injury specialist* only. DO NOT USE FOR ILLNESS. Employee returns to the injury specialist* within one work day of medical treatment.
CA-2 Notice of Occupational Disease (current version date: Jan 1997)	Use if illness occurred over longer than one work shift, or if cause is unknown. Employee and supervisor complete and the supervisor submits the claim to the injury specialist* within one work day.
FS-6100-16 APMC Authorization and Medical Report (current version date: Mar 1988)	Authorizes initial medical expense, documents initial diagnosis. Use only if authorized by the Finance Section or agency. Requires an Incident Order Number and M#. Submit copy to injury specialist as soon as possible.
Agency Reporting System eSafety or SMIS, etc.	Supervisor enters information into the system within five days of the date of injury/illness (within 48 hours is the agency expectation).

**Note that the title "Injury Specialist" in this context is most often a Finance Section Chief, Compensation-for-Claims Unit Leader or Incident Injury Specialist.*

Attachment B: OWCP District Office Locations

District Office 1 – Boston (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont)

U.S. Dept. of Labor, OWCP
JFK Federal Building, Room E-260
Boston, MA 02203
(857) 264-4600
Fax: (857) 264-4602

District Office 2 – New York (New Jersey, New York, Puerto Rico, and the Virgin Islands)

U.S. Dept. of Labor, OWCP
201 Varick Street, Room 740
New York, NY 10014
DFEC: (212) 863-0800
DFEC Fax: (212) 863-0801

District Office 3 – Philadelphia (Delaware, Pennsylvania, and West Virginia; Maryland when the claimant's residence has a zip begins 21***)

U.S. Dept. of Labor, OWCP
Curtis Center, Suite 715 East
170 S. Independence Mall West
Philadelphia, PA 19106-3308
(267) 687-4160
Fax: (267) 687-4155

District Office 6 – Jacksonville (Alabama, Florida, Georgia, Kentucky, Mississippi, No. Carolina, So. Carolina, and Tennessee)

U.S. Dept. of Labor, OWCP
Charles E. Bennett Federal Building
400 West Bay Street, Room 826
Jacksonville, FL 32202
(904) 366-0100
Fax: (904) 366-0101

District Office 9 – Cleveland (Indiana, Michigan, Ohio; All special claims and all areas outside the U.S., its possessions, territories and trust territories)

U.S. Dept. of Labor, OWCP
1240 East Ninth Street, Room 851
Cleveland, OH 44199
(216) 902-5600
Fax: (216) 902-5601

District Office 10 – Chicago (Illinois, Minnesota, Wisconsin)

U.S. Dept. of Labor, OWCP
230 South Dearborn Street, Eighth Floor
Chicago, IL 60604
(312) 789-2800
Fax: (312) 789-2801

District Office 11 – Kansas City (Arkansas, Iowa, Kansas, Missouri, and Nebraska; all employees of the Department of Labor, except Job Corps enrollees, and their relatives)

U.S. Dept. of Labor, OWCP
Two Pershing Square Building
2300 Main Street, Suite 1090
Kansas City, MO 64108-2416
(816) 268-3040
General Fax: (816) 268-3041

***District Office 12 – Denver** (Colorado, Montana, New Mexico, No. Dakota, So. Dakota, **Utah**, and **Wyoming**)

U.S. Dept. of Labor, OWCP
P.O. Box 25602
One Denver Federal Center, Bldg 53
Denver, CO 80225-0602
(303) 202-2500
Fax: (303) 202-2501

***District Office 13 – San Francisco** (Arizona, California, Hawaii, and **Nevada**)

U.S. Dept. of Labor, OWCP
90 Seventh St., Suite 15-100F
San Francisco, CA 94103
(415) 241-3300
Fax: (415) 241-3301

***District Office 14 – Seattle** (Alaska, **Idaho**, Oregon, and Washington)

U.S. Dept. of Labor, OWCP
300 Fifth Avenue, Suite 1050F
Seattle, WA 98104-2429
(206) 470-3100
Fax: (206) 470-3101

District Office 16 – Dallas (Louisiana, Oklahoma, and Texas)

U.S. Dept. of Labor, OWCP
525 South Griffin Street, Room 100
Dallas, TX 75202
(214) 749-2320
Fax: (972) 850-2301

District Office 25 – Washington, D.C. (District of Columbia, Virginia; Maryland when the claimant's residence has a zip not 21***)

U.S. Dept. of Labor, OWCP
800 N. Capitol Street, N.W., Room 800
Washington, D.C. 20211
(202) 513-6800 (D.C., Maryland and Virginia)
Fax: (202) 513-6806

****Great Basin area OWCP district offices***

Attachment C: Injury/Illness Log

INJURY, ILLNESS & AGENCY PROVIDED MEDICAL CARE (APMC) TREATMENT LOG										
INCIDENT NAME: Mountain Fire			INCIDENT#: ID-BOF-000001			FIRE CODE: XX1A		DATES: 06/30 – 07/09/14		
						Forms Prepared				
M#*	Report Date	Illness/Injury Date	Home Unit Name & Address	Nature of Injury/Illness	Treatment	CA-1	CA-2	CA-16	APMC/ Other	Disposition/ Remarks
	07/04/14	07/03/14	Boise Hot Shots, Boise NF 1249 S. Vinnell Way, Suite 200 Boise, ID 83709 208-373-4100	1" laceration to right knee	Transported to clinic, 3 stitches, tetanus shot and antibiotic Rx	X		X		CA-1 entered into eSafety. Contact made with ASC and CA-16 faxed to ASC. Need follow up to remove stitches in 5-7 days.
M-1	07/06/14	07/06/14	Payette Regulars, Payette NF 800 W. Lakeside Ave. McCall, ID 83638 208-634-0700	Camp crud with fever, sore throat and cough	Transported to clinic, cough syrup RX		X		APMC	Light duty for 24 hours. Clinic visit and Rx paid with APMC by Buying Team member, Jan Doe on CC.
	07/07/14	07/07/14	Twin Falls District BLM 2536 Kimberly Road Twin Falls, ID. 83301 208- 736-2350	Stomach cramps, nausea and vomiting	Transported to clinic, IV fluids and 2 Rx given		X		CA-35 & CA-20	All forms completed and faxed to home unit. Clinic visit and Rx paid by employee. Demobed home.

*M#s are only issued for APMC payments and not OWCP cases.

Attachment D: Agency Specific Paperwork – Forest Service

Questions: Call the USDA Forest Service, Albuquerque Service Center, Workers Compensation (ASC-HRM-WC) with any questions, 877-372-7248 option [2] for HRM, option [2] for Forest Service employees. The Forest Service's Albuquerque Service Center (ASC), Human Resource Management (HRM), Workers Compensation Program information is found at: http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php.

The Federal Employees' Compensation Act changed in 2011 and requires the reporting of work related injuries and illnesses electronically. The Forest Service, ASC-HRM, Workers' Compensation Branch (WC) is utilizing the Safety and Health and Workers' Compensation Incident Reporting and Case Management System (eSafety) to comply with this requirement.

- To assist with the mandatory use of eSafety to report and record FS employee injuries and illnesses, and increase process efficiency, ASC-HRM, Worker's Compensation (WC) Branch will no longer accept hand-written CA-1 or CA-2 forms.
- ASC-HRM, WC now requires an e-Safety generated and populated CA-1 or CA-2 be printed, signed and faxed to the Worker's Compensation section at 1-866-339-8583 or scanned/mailed to hrm_workers_compensation@fs.fed.us. This requirement applies to injuries/illnesses occurring during incident assignments.
- Access to the eSafety system requires an eAuthentication account. If medical treatment is authorized on a CA-16, the bills from the local provider are the employee's responsibility until a signed eSafety generated CA-1 is received at ASC-HRM, WC and processed to the Department of Labor.

Forest Service AD hires, the CA-1 or CA-2 form must include:

- ✓ AD's Social Security Number (SSN)
- ✓ OF-288, Fire Time Report
- ✓ One of the following documents: Single Resources Hire Form, Resource Order, or Crew Manifest (if on a crew). This is needed to verify the AD was hired by the Forest Service. If utilizing a crew manifest include the hiring unit supervisor name and phone number.

Employee's Role

Scenario	Process
Injured FS employee has computer and internet access to eAuthentication.	Employee will enter CA-1 or CA-2 data directly into eSafety.
Injured FS employee or FS hired AD does not have computer and internet access to eAuthentication; COMP/INJR has computer and internet access to eAuthentication.	COMP/INJR will enter the employee's portion of the CA-1 or CA-2 into eSafety on behalf of the injured employee or will log into eSafety "Reporting on Behalf of Someone Else" and assist employee or AD in completing the fields.
Injured FS employee or FS hired AD is not at camp or is otherwise unable to complete eSafety and COMP/INJR does have computer and internet access to eAuthentication.	Employee will complete hard copy or form fillable CA-1 or CA-2 and submit to COMP/INJR. COMP/INJR or incident supervisor may enter the employee's portion of the CA-1 into eSafety on behalf of the injured employee or complete a form fillable CA-1/CA-2 and provide to ASC-HRM-WC.
Injured FS employee or FS hired AD and COMP/INJR is unable to access a computer, internet, or eAuthentication.	Hard copy or form fillable CA-1 or CA-2 will be completed, signed and faxed to the injured employee's home unit for entry into eSafety.

Supervisor's Role

Scenario	Process
Incident supervisor is FS employee and has computer and internet access to eAuthentication.	Incident supervisor will complete the supervisory portion of the CA-1 or CA-2 in eSafety, print a hardcopy and employee, supervisor and witness (if applicable) signs the document. COMP/INJR will fax to secure eFax at ASC-HRM-WC or scan/email to hcm_workers_compensation@fs.fed.us with all supporting documentation.
Incident supervisor is not a FS employee or does not have computer or internet access.	Hardcopy or form fillable CA-1 or CA-2 is completed and signed at the incident and faxed to the injured employee's home unit supervisor for entry into eSafety. The eSafety generated form must be printed, signed by the home unit supervisor and faxed to ASC-HRM-WC. (The home unit supervisor is serving as a proxy for the incident supervisor in this scenario and will keep the faxed CA-1 or CA-2 generated at the incident as backup documentation). Upon demobilization of the employee, the CA-1/CA-2 completed at the incident will be sent back with the employee where it will be provided to the home unit supervisor for distribution.

- A CA-1 or CA-2 should be completed within 48 hours of the date of injury.
- If an eSafety generated CA-1 is completed at the incident, the CA-16, any available medical reports, and Casual Hire form (if AD) should be faxed or scanned/emailed with the CA-1 to ASC-HRM-WC at 866-339-8583.
- If the CA-1 is completed at the home unit, the home unit should enter the information into eSafety and fax the eSafety generated CA-1 to ASC-HRM-WC and the incident should fax or scan/email the CA-16 and any supporting documentation to ASC-HRM-WC. The documents will be matched up by the case manager at ASC-HRM-WC.
- The Casual Hire Form is required to be faxed with a CA-1 or CA-2 for AD employees before the claim can be processed. For AD crews, a crew manifest and/or resource order that lists the injured employee's name can be sent instead of the Casual Hire Form. Ensure the hiring unit official's name and phone number are included on the manifest or resource order.
- All supporting documentation must have the employee's social security number in the upper right hand corner of each page. This will facilitate matching the documentation to the appropriate CA-1 or CA-2 when it is submitted through the secure eFax or email inbox. Redact this PII information from the documents after successful transmission.
- The original CA-1 or CA-2 with supporting documentation is retained by the injured employee.
- "Documentation Only" CA-1 or CA-2s, Near-Misses, Safety Hazards, Safety Stories, Motorized Vehicle Accidents and Aircraft Mishaps should be entered into eSafety.
- Although there are COMP/INJR personnel available to assist on the incidents, the ultimate responsibility for eSafety entry remains with the injured employee and their home unit supervisor.

ASC-HRM, WC Secure eFax – 1-866-339-8583
 ASC-HRM, WC Secure Inbox – hcm_workers_compensation@fs.fed.us
 ASC-HRM, WC Help Desk – 1-877-372-7248 (Option #2)
 eAuthentication link - <https://usdafs.connecthr.com>

Attachment E: Agency Specific Paperwork –All Other Agencies

Other Federal Agencies

Within two days of receipt of the CA-1/CA-2, contact the individual's home unit compensation specialist and fax original injury/illness forms, supporting documentation and medical treatment records. Originals documents will be sent home with the individual or mailed home to the home unit (discuss with the home unit compensation specialist to determine).

Department of Interior SMIS information can be found at: <http://www.doi.gov/safetynet/>.

Cooperators (Local/Rural/City/County)

Cooperators are normally covered under their home unit workers' compensation program; e.g., county, local government. Cooperators experiencing injury or illness on the incident should complete home unit specific forms and notify their home unit of workers' compensation claims per their agency requirements. The COMP maintains injury compensation records and transmits documents to the home unit per cooperator agency policy.

If a cooperator is hired as a federal casual, follow FECA or APMC procedures as appropriate. If a cooperator is hired as a state employee, follow state workers' compensation procedures.

Federal agencies entering into cooperative agreements do not have the authority to grant FECA coverage to individual cooperators. Some cooperative agreements require reimbursement for medical costs. This should not be interpreted as providing coverage under FECA.

States

State employees experiencing injury or illness on the incident should complete state specific forms and notify their home unit of workers' compensation claims per agency requirements. If state forms are not available, the employee may use a CA-1 or CA-2 to initially record the necessary information. Federal references should be crossed out and the state name written at the top of the form. The state employee is responsible to contact the home unit to obtain the proper reporting forms. The COMP maintains injury compensation records and transmits documents to the home unit per state agency policy. Do not issue CA-16 for medical treatment.

Refer to the Great Basin (or appropriate Geographic Area) Chapter 50 Supplement for state specific information on illness and injury. The next three pages are the excerpts from the Chapter 50 Supplement for the States of Idaho, Nevada and Utah on Workers Compensation.

STATE OF IDAHO

COMPENSATION INJURY/ACCIDENT AND ILLNESS

A. Agency Provided Medical Care (APMC)

IDL, cooperator, and Timber Protective Association employees may utilize APMC while performing suppression duties. Under this program, host agencies pay for limited first aid costs for minor injury or illnesses that occur on an incident and require only one treatment.

The use of APMC is appropriate for first aid cases involving treatment received on the day of the injury or illness and do not require any additional follow-up. Use of APMC will not include authorization for therapy, stitches, x-rays, etc. On Incidents managed by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

1. IDL Employees while on an Incident under IDL jurisdiction

The Supervisor's Accident Report Form, HR-1303, should be filled out as soon as possible following an injury/illness. This is an Idaho State form and is the preferred form of documentation when injuries/illnesses occur to State employees while conducting official business. This form can be obtained from any IDL office. Treatment rendered under these conditions at the home unit will be paid for by the IDL payment process (credit card or direct bill).

B. Workers' Compensation Insurance (when APMC is not used)

1. IDL Personnel

All employees of the Idaho Department of Lands, including full-time, part-time, temporary/seasonal, and Casual employees are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund while in the course and scope of employment.

If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho State Insurance Fund website at <http://www.idahosif.org/DownloadDocument.aspx>. If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

2. Timber Protective Associations

Timber Protective Association employees are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund.

If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho State Insurance Fund website at <http://www.idahosif.org/DownloadDocument.aspx>. If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

3. State Cooperators

State cooperators are required to carry Workers' Compensation Insurance on all employees and volunteers. If an injury or illness occurs, follow their agency- specific guidelines.

All work-related injuries and accidents must be reported to the home unit as quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation insurance.

STATE OF NEVADA

COMPENSATION INJURY AND ILLNESS

1. Worker Compensation Insurance.

The State of Nevada carries Workers Compensation insurance coverage for all State of Nevada employees, emergency firefighters (casuals) hired by NDF, inmates working on wildland fire suppression crews, and volunteer firemen from those Volunteer Fire Departments located in Elko County and administered by the Nevada Division of Forestry.

- If an injury or occupational disease (OD) arises out of, or during, the course of employment, the employee, volunteer, inmate/inmate's crew supervisor or emergency firefighter must provide written notice to the employer as soon as practicable, but not later than seven (7) days after the accident or date of the OD. A "Notice of Injury or Occupational Disease Incident Report" (form C-1) must be completed by the injured worker and signed by his/her supervisor. Distribution of the form is noted on the form.
- The Supervisor's Accident Investigation needs to be completed (immediately, if possible, but not later than 48 hours). Obtain written witness statements if applicable. In addition NDF staff must complete the "Employer's Report of Industrial Injury or Occupational Disease" (form C-3) at the time the employee completes a C-1 form and submit all paperwork (form C-1, C-3 & Investigative Report) to the State Office in Carson City.
- If medical treatment is sought, and the injury occurs on a fire in the State of Nevada, a "Claim for Compensation" (form C-4) will be available at the place of the initial treatment. The injured employee, volunteer, crew supervisor of an inmate, or the emergency fire fighter must file a completed "Claim for Compensation" (form C-4) within 90 days after an accident. The treating physician or chiropractor must complete the "Claim for Compensation" form within three (3) working days after the treatment and mail the completed form (employer's copy) to NDF at the address listed above, and mail a copy of the Nevada Administrators Workers' Compensation Third Party Administrators to the address listed on the C-4 form.
- These forms may be obtained at <http://risk.state.nv.us> or from the NDF State Office in Carson City.

All work-related injuries must be reported to the home unit as quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation insurance.

STATE OF UTAH

COMPENSATION INJURY AND ILLNESS

1. APMC. The State is not authorized to provide and pay for APMC on State jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires following guidelines in the IIBMH.
2. Worker Compensation Insurance. State employees and state cooperators are covered for work related injuries or illness through various workers compensation insurance plans. Federal CA reporting forms should not be used.
 - a. State employees are covered by the Workers Compensation Fund of Utah (WCF). Injury or illness reporting will be initiated by the employee and their supervisor who will submit information to their home unit HR office where it is submitted electronically to WCF within 7 days of the injury or illness. Utah Department of Natural Resource form titled WORK RELATED INJURY/ILLNESS REPORT FORM (HR-6) is used to collect initial information. The treatment facility will need the WCF claims address. The WCF claims address is:
 - i. Workers Compensation Fund, 100 West Towne Ridge Parkway, Sandy, UT 84070.
 - ii. Questions can be directed to Utah Department of Natural Resource; Forestry, Fire and State Lands, Kurt Bradburn (o) 801-538-7318, (fax) 801-538-7319, email: kbradburn@utah.gov.
 - iii. The HR-6 form is located at http://www.lonepeak.utah.gov/business_mgmt.html
 - b. Cooperator Coverage. State cooperators are required to carry workers compensation insurance on all employees and volunteers. Utah has several Government Associations or Trusts that provide insurance including WCF to the local fire department organizations. Cooperator employees will provide contact information and reporting procedures for their worker's compensation provider.

STATE OF WYOMING

COMPENSATION INJURY AND ILLNESS

1. APMC: The State/County is not authorized to provide APMC on State/Private land fires. On multiple jurisdictional incidents, APMC may be provided through a federal agency. Wyoming firefighters may receive APMC on other jurisdictional fires under guidelines in the IIBMH and will file appropriate State Worker Compensation insurance forms.
2. Workers Compensation Insurance: Wyoming firefighters are covered under Wyoming Workers Compensation for incident related injury/illness. If a Wyoming firefighter is injured or contracts a disease as a result of and/or in the course of an incident their employer must be notified no later than 72 hours after sustaining the injury. A Report of Injury form can be found on the following web site: <http://wyfireinfo.wy.gov> (click on Business Tab), from a Wyoming Agency Rep or on the Wyoming Department of Workforce Services, Workers Compensation Division web site: www.wyomingworkforce.org. If guidance is needed, there is a list of all the Workers Compensation offices in Wyoming in the Wyoming Resource Mobilization Guide.
3. The "Wyoming Report of Injury" form must be received by State Workers Comp office within 10 days.

Federal CA forms cannot be used for Wyoming Workers Compensation.

Attachment F: Red Book Burn Protocols

From Chapter 7 – Safety & Risk Management

Required Treatment for Burn Injuries

The following standards will be used when any firefighter sustains burn injuries, regardless of agency jurisdiction.

After on-site medical response, initial medical stabilization, and evaluation are completed, the Agency Administrator or designee having jurisdiction for the incident and/or firefighter representative (e.g. Crew Boss, Medical Unit Leader, Compensations for Injury Specialist, etc.) should coordinate with the attending physician to ensure that a firefighter whose injuries meet any of the following burn injury criteria is immediately referred to the nearest regional burn center. It is imperative that action is expeditious, as burn injuries are often difficult to evaluate and may take 72 hours to manifest themselves. These criteria are based upon American Burn Association criteria as warranting immediate referral to an accredited burn center.

The decision to refer the firefighter to a regional burn center is made directly by the attending physician or may be requested of the physician by the Agency Administrator or designee having jurisdiction and/or firefighter representative.

The Agency Administrator or designee for the incident will coordinate with the employee's home unit to identify a workers compensation liaison to assist the injured employee with workers compensation claims and procedures. Workers compensation benefits may be denied in the event that the attending physician does not agree to refer the firefighter to a regional burn center.

During these rare events, close consultation must occur between the attending physician, the firefighter, the Agency Administrator or designee and/or firefighter representative, and the firefighter's physician.

Burn Injury Criteria

- Partial thickness burns (second degree) involving greater than 5% Total Body Surface Area (TBSA).
- Burns (second degree) involving the face, hands, feet, genitalia, perineum, or major joints.
- Third-degree burns of any size are present.
- Electrical burns, including lightning injury are present.
- Inhalation injury is suspected.
- Burns are accompanied by traumatic injury (such as fractures).
- Individuals are unable to immediately return to full duty.
- When there is any doubt as to the severity of the burn injury, the recommended action should be to facilitate the immediate referral and transport of the firefighter to the nearest burn center.

A list of burn care facilities can be found at: <http://www.blm.gov/nifc/st/en/prog/fire/im.html>

For additional NWCG incident emergency medical information see: <http://www.nwcg.gov/branches/pre/rmc/iems/index.html>

How this guidance relates to Contract Employees: While we can recommend our burn protocols to contractors, ultimately they must make that decision in compliance with any prior authorizations or referrals needed by their workers compensation insurance.

Attachment G: Information for Medical Providers

Division of Federal Employees' Compensation (DFEC)

Information for Medical Providers

Must I enroll as a Provider?

To be paid for treating federal employees covered by the FECA, you must enroll. As of March 31, 2004, all bills submitted by unenrolled Providers will be returned along with instructions on how to enroll. Enrollment is free and is simply a registration process to ensure proper payments. It is not a PPO enrollment.

How do I enroll as a Provider?

You can enroll online at <https://owcp.dol.acs-inc.com>. Click on "Provider" in the FECA section in the shaded section on the top left side of the screen. Then click on "Provider Enrollment" and follow the instructions.

Do you have instructions on how to enroll on-line as a Provider?

Yes. Our "Tools and Tips for Providers" page at <http://www.dol.gov/owcp/dfec/regs/compliance/CBPtools.htm> contains a link to these instructions. On this page we also have medical authorization and billing tips as well as instructions for using the ACS web portal to request medical authorization.

I have enrolled as a Provider. How do I register to use the web portal?

Go to the portal at <http://owcp.dol.acs-inc.com>. Click on "Provider" in the FECA section. Then click on "Web Registration" and follow the instructions. If you try this and have questions, need technical support or require additional assistance, call the Health Care Solutions Operations Center Helpdesk at 1-800-461-7485 or 1-850-558-1775.

Telephone inquiries regarding eligibility, medical authorizations, or bill payment status may be accessed 24 hours a day, 7 days a week available to Injured Workers, Employing Agencies, and Medical Providers via the Interactive Voice Response (IVR) system by calling 866-335-8319.

Do I have to enroll as a provider to use the web portal?

A provider may use the eligibility inquiry function without enrolling as a provider and registering to use the web portal. To use the on-line authorization, bill status, and payment status functions, a provider must enroll and must register to use the web portal. Both enrollment and web registration can be accomplished online at <http://owcp.dol.acs-inc.com>.

How do I find out if a prior authorization is required?

Whenever you treat an Injured Worker, check the ACS web portal (<http://owcp.dol.acs-inc.com>) or call the IVR at 866-335-8319 to see if the procedure requires authorization.

Level 1 procedures (for example, office visits, MRIs without contrast, and some other routine diagnostic tests) do not require authorization. If you need a hard copy confirmation of this, complete an online authorization request at <http://owcp.dol.acs-inc.com> and print the message displayed after the request is submitted.

Level 2, 3 and 4 procedures require authorization. These authorization requests can be made online at <http://owcp.dol.acs-inc.com> or via by faxing a completed authorization request and supporting documentation to 800-215-4901. The Medical Authorization forms are available online at <http://owcp.dol.acs-inc.com>. Click on "Forms and Links" and then choose FECA from the Program Specific Forms and

Links box. Forms are available for Durable Medical Equipment, General Medical/Surgery, and Physical Therapy authorizations. These forms request the specific information needed to process each type of authorization request.

How do I make medical authorization requests?

You may request authorization online at <http://owcp.dol.acs-inc.com>. Or, you may fax the appropriate Medical Authorization form and supporting documentation to 800-215-4901. The Medical Authorization forms are available online at <http://owcp.dol.acs-inc.com>. Click on "Forms and Links" and then choose FECA from the Program Specific Forms and Links box. Forms are available for Durable Medical Equipment, General Medical/Surgery, and Physical Therapy authorizations.

Do you have any tips to help me with the authorization process?

Yes. Our "Tools and Tips for Providers" page at <http://www.dol.gov/owcp/dfec/regs/compliance/CBptools.htm> has links to authorization and billing tips. On this page we also have instructions for enrolling on-line and for using the ACS web portal to request medical authorization.

I have an Injured Worker who has a CA-16 but no claim number. How do I request an authorization?

CA-16s are issued by Employing Agencies to Injured Workers so they can seek immediate medical care. When there is a CA-16, NO authorization is needed for office visits and consultations, labs, hospital services (including inpatient), X-rays (including MRI and CT scan), physical therapy, and Emergency services (including surgery) related to the work injury. You must enroll as a Provider to be paid for services provided under a CA-16. The CA-16 DOES NOT cover non-emergency surgery, home exercise equipment, whirlpools, mattresses, spa/gym memberships, and work hardening programs. Authorization for these services cannot be requested until a claim number has been established.

I'm a specialist to whom an Injured Worker has been referred for a consultation. Do I need an authorization?

An authorization is not required when an Injured Worker is referred by her/his treating physician to a specialist for a consultation. However, you must be enrolled as a Provider to be paid for the consultation visit.

I've tried to use the eligibility inquiry, but I get a message that the service requested isn't covered for the accepted conditions. What do I do?

Request authorization online at <http://owcp.dol.acs-inc.com> or fax the appropriate Medical Authorization form and supporting documentation to 800-215-4901. The Claims Examiner will determine if the claim can be expanded for a new condition based on information in file and information submitted with the request or if additional development is needed.

I want to prescribe a particular medication for a patient. It's not covered for the conditions accepted on the claim. What do I do?

If you believe a medication is necessary for the treatment of the injured worker's accepted conditions please submit medical documentation for review by the claims examiner. As is the case with anything sent to OWCP, please be sure to include the injured worker's claim/case number on every page. Please mail all documentation to U.S. Department of Labor, DFEC Central Mailroom, P.O. Box 8300, London, KY 40742-8300.

How do I know what the accepted conditions are for a claim?

This information is now available online at <http://owcp.dol.acs-inc.com>. Click on the "Eligibility and Accepted Conditions" link.

My patient thinks that other diagnoses need to be added as accepted conditions on a claim. What should I do?

If an injured worker believes that additional or different conditions warrant acceptance on her/his claim, s/he needs to submit to OWCP medical documentation supporting expansion of the claim for review by the claims examiner. As is the case with anything sent to OWCP, this medical documentation should include the injured worker's claim/case number on every page and should be mail to U.S. Department of Labor, DFEC Central Mailroom, P.O. Box 8300, London, KY 40742-8300.

How do I learn the status of a medical authorization request?

Injured Workers, Providers, and Employing Agencies can check on the status of medical authorizations at <http://owcp.dol.acs-inc.com>. Having this information on the web is beneficial since authorization information is available 24 hours/day, 7 days/week without calling for an authorization number or waiting for the receipt of an authorization letter in the mail. Claimant eligibility, bill status, and medical authorization inquiry functionality is also available 24 hours a day via our Interactive Voice Response (IVR) system. To access the IVR, call 866-335-8319. To speak with a Customer Service Representative regarding an authorization, you may call 850-558-1818 which will be a toll call. This number is available Monday to Friday, 8am to 8pm, EST.

How do I learn the status of a bill or claim for reimbursement?

Injured Workers, Providers, and Employing Agencies can check on the status of bills and reimbursements at <http://owcp.dol.acs-inc.com>. Claimant eligibility, bill status, and medical authorization inquiry functionality is also available 24 hours a day via our Interactive Voice Response (IVR) system. To access the IVR, please dial 866-335- 8319. To speak with a Customer Service Representative regarding a bill or reimbursement, you may call 850-558- 1818 which will be a toll call. This number is available Monday to Friday, 8am to 8pm, EST.

Can I bill electronically?

Yes! Using Electronic Data Interchange (EDI) has many benefits including

- Faster payment of claims -clean bills are processed in an average of 14 days or less
- Increased efficiency - greatly reduces keying errors or data omissions
- Transmission of bills 24 hours/day, 7 days/week
- Reduced cost and time of preparing and mailing paper claims
- No lost bills
- Ability to send claims in the X12N HIPAA standard

Information about this option is available at <http://www.acs-gcro.com/> or by calling the EDI Technical Support line at 800-987-6717.

I think I might need some help in using the web portal. Do you have some instructions or a user manual?

Yes. Go to <http://owcp.dol.acs-inc.com> and click on the Help link (it's on the right side, above the yellow box). This will open a User Guide.

If OWCP authorizes a medical service as related to the FECA claim but does not pay my submitted bill in full, can I seek additional payment from the injured worker for the difference between what was billed and what OWCP paid?

No, you may **not** seek additional payment. If an authorized service has been rendered for the injured worker's accepted work-related condition, he or she is not responsible for charges over the maximum allowed in the OWCP fee schedule or other tests for reasonableness. 20 C.F.R. §10.801 (d) provides that by submitting a bill and/or accepting payment, the provider signifies that the service for which reimbursement is sought was performed as described and was

necessary. In addition, the provider thereby agrees to comply with all regulations concerning the rendering of treatment and/or the process for seeking reimbursement for medical services, including the limitation imposed on the amount to be paid for such services. Therefore, if your bill is reduced by OWCP in accordance with its fee schedule, you may **not** charge the injured worker for the remainder of the bill. See also 20 CFR §10.813 and §10.815 (h).

What is the Fee Schedule and how do I get a copy?

The Federal Fee Schedule is applied to medical bills and to some durable medical equipment bills. Access the Federal Fee Schedule free of charge at <http://www.dol.gov/owcp/dfec/regs/compliance/fee.htm>.

Where do I send mail?

Send all mail and bills for Federal workers' compensation cases to:

U.S. Department of Labor
DFEC Central Mailroom
PO Box 8300
London, KY 40742-8300

Please be sure to include the claim number on every page you send.

What are the benefits of centralizing medical authorizations and billing?

The new system is designed to allow our contractor, ACS, to approve services and payments based on established treatment guidelines and OWCP staff decisions regarding covered conditions. In turn, this allows OWCP staff to dedicate more time to entitlement issues and return to work efforts. We have made eligibility, medical authorization, and billing information accessible 24 hours a day/7 days a week to Injured Workers, Employing Agencies, and Providers via the Interactive Voice Response (IVR) system and the web. Providers can now request, and for routine services receive, authorization on-line which is easier for providers and speeds up the authorization process.

Why did you change to a toll number to talk with a Customer Service Representative?

We offer an automated toll-free Interactive Voice Response (IVR) system at 866-335-8319 which provides access to information regarding eligibility, authorization, and bill payment status. This information is also available online at <http://owcp.dol.acs-inc.com>. A great deal of information is available through the automated toll-free IVR and web based processes which are available 24/7. All of these allow for a greater savings to DFEC so that future enhancements can be implemented.

Appendix H – Great Basin Incident Payment Guide

Appendix I – Forest Service Incident Payment Procedures

APPENDIX J

Managing Fuel Issues on an Incident

- **How is a Casual Hire to procure fuel for their vehicle?**
 - If a casual hire is utilizing their POV, they will be reimbursed a mileage rate on their travel voucher, thus requiring them to procure their own fuel, like other government employees.
 - If the casual is utilizing a government leased/rented vehicle that does not have a fuel card they should check with Ground Support regarding the process set up for that incident.
- **How are State Cooperators going to purchase fuel?**
 - Our State partners within the Great Basin geographic area have agreed to pay for fuel with their agency issued credit cards. If cooperators fuel card is not accepted by the fuel contractor, utilize the process for government procured fuel.
- **If the incident camp is located near a commercial gas station is the IMT required to order a fuel tender under an EERA?**
 - No, if the ICP is located near a town where there is a commercial gas station, this would be a good cost saving measure to not order an on-site fuel tender.
- **Can the fuel vendor charge a higher rate than fuel that provided at local gas stations?**
 - Fuel Tender Agreement language: "Per gallon price will be established at the time of hire (include consideration for credit card surcharges if applicable). Per gallon prices shall be displayed in a visible fashion".
- **How does the IMT deal with equipment from out of the areas that are not aware they need credit cards to procure fuel at the incident?**
 - According to Clause 3 of the Emergency Equipment Rental Agreement the Contractor should have a means of procuring their own fuel, as it is the Governments option to furnish operating supplies.
 - **CLAUSE 3.** Operating Supplies: As identified in Block 7, operating supplies include fuel, oil, filters, lube/oil changes. Even though Block 7 may specify that all operating supplies are to be furnished by the Contractor (*wet*), the Government may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be determined by the Government and deducted from payment to the Contractor.

Appendix K
Great Basin Incident Payment Guide
Agency Payment Tool Kit

Agency	ADs	Contract Payments	Travel	Agency-Owned Equipment	Workers Compensation
Bureau of Indian Affairs	OF-288 sent back With the AD for the home unit to process.	Processed by the Incident agency and/or a payment team.	Home unit processes.	NA	Original paperwork goes home with the Crew Boss or mailed to the home unit. <u>POC</u> : Employee's home unit FMO
Bureau of Land Management	OF-288 sent back with the AD for the home unit to process.	Processed by the incident agency and/or a payment team.	Home unit processes.	NA	Original paperwork goes home with the employee. <u>POC</u> : Employee's home unit compensation coordinator.
National Park Service	OF-288 sent back with the AD for the home unit to process.	Processed by the incident agency and/or a payment team.	Home unit processes.	NA	Mail original paperwork to the home unit. <u>POC</u> : Employee's home unit compensation coordinator.
U.S. Fish & Wildlife Service	OF-288 sent back with the AD for the home unit to process.	Processed by the incident agency and/or payment team.	Home unit processes.	NA	Mail original paperwork to the home unit. <u>POC</u> : Employee's home unit compensation coordinator.
U.S. Forest Service Albuquerque Service Center Incident Finance Branch-casual pay 101 B Sun Ave NE Albuquerque, NM 87109	OF-288 uploaded to ASC via I-Suite. Original OF-288 with signatures sent overnight to ASC.	Original invoice and agreement are sent overnight to ASC from the incident.	AD's processed On OF-288 via I-Suite; agency employees processed by home unit.	NA	Original CA-1 or CA-2 entered in SHIPS and signed copy faxed to ASC-HRM: 1-866-339-8583. Original retained by the employee.

Agency	AD's	Contract Payments	Travel	Agency Owned Equipment	Workers Compensation
<p>State of Idaho</p> <p>Bureau of Fire Management 3284 West Industrial Loop Coeur d'Alene, ID 83815</p> <p>Questions contact: Wendy Walter 208-666-8648 Debbie Godfrey 208-666-8639</p>	<p>Original Firefighter Time Reports (OF-288) are given to State employees (including State Casual employees) and cooperator resources at demobilization for processing at home unit.</p>	<p>Original invoices will be audited at the local unit and paid by Bureau of Fire Management in Coeur d'Alene.</p>	<p>Home unit processes</p>	<p>Cost of state equipment used is billed per IDL Vehicle and Equipment Rental Rates. OF-297 Emergency Equip. Shift Tickets are utilized for home unit use and should not be provided to Finance.</p>	<p>Document injury/illness on CA1, CA2, CA16. Claim submitted by home unit. IDL jurisdiction fire-follow process in Chapter 50 Geographic Supplement. For questions, call the state duty officer at 208-769-1530.</p>
<p>State of Nevada</p> <p>Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 (775) 684-2500</p> <p>Questions contact: Mary Wilde 775-684-2516</p>	<p>Original Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Nevada state resources at demobilization.</p> <p>Only helitack (excluding the pilot) are entitled to hazard pay.</p>	<p>All I-BPA and EERA invoices will be processed for payment through NDF for Nevada State jurisdiction fires.</p>	<p>Home unit processes</p>	<p>Original Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Nevada state personnel assigned to equipment at demobilization.</p>	<p>Document injury on C1, C3, and Investigation Report. Claim will be submitted by home unit. For questions call the Personnel Technician II at (775)684-2504.</p>
<p>State of Utah</p> <p>Forestry Fire State Lands 1594 W. North Temple-Suite 3520 Salt Lake City, UT 84114</p> <p>Questions contact: Jane Martinez 801-541-6764</p>	<p>Original Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Utah State (entitled to hazard pay) and cooperator (not entitled to hazard pay) resources at demobilization. TRAVEL: Home unit processes.</p>	<p>All I-BPA and EERA invoices will be processed for payment through FFSL for all Utah State jurisdiction fires (state, private, & county land).</p>	<p>Home unit processes.</p>	<p>Original Emergency Shift Ticket (OF-297) must be used and given to all Utah State and cooperator resources at demobilization</p>	<p>Document State employee injury or illness on form 122, First Report of Injury, and submit to employee home unit for processing. www.wcgroup.com/forms. See CH 50 Supplement or call Aubrey @ 801-538-7210. Fax 801-538-7219.</p>
State of Wyoming					



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

MEMORANDUM

Reference: NWCG#014-2011

To: NWCG Committee Chairs
Geographic Area Coordinating Group (GACG) Chairs
National IC/AC Council Chair

From: NWCG Chair *William Raage*

Date: September 14, 2011

Subject: Wildland Fire Data and Fiscal Management for Complexes, Mergers, and Splits

Wildland fire emergency expenditures have grown over the past decade. This has affected the operating budgets of the federal wildland fire management agencies and has led to increased scrutiny by Congress, the Office of Management and Budget, and other oversight agencies. As expenditures have grown over time, so has the requirement for fiscal efficiency and accountability. As a result, requirements for increased accountability for individual incident expenditures and measures for assessing performance have been developed.

In some cases, multiple incidents within close physical proximity are managed as a single incident. When this occurs, it is not uncommon for incidents to be merged, added to a complex, or split from a complex. This makes maintaining the data and fiscal integrity of an individual incident challenging. The Incident Business Committee (IBC) evaluated methods for complexes, mergers, and splits (CMS) to provide a framework for managing incident data and monitoring expenditures associated with CMS.

The guidelines for data management and monitoring of expenditures for CMS are as follows:

1. Maintain the data and financial integrity of individual incidents:
 - a. When complexing incidents, maintain individual FireCodes and ROSS incidents for each incident within the complex.
 - b. If a new code for a complex is created in FireCode, associate the individual incident codes to the complex code. Note: Complex codes are typically used only for mobilization of resources until they are assigned to a specific incident in the complex.

NWCG#014-2011
Wildland Fire Data and Fiscal
Management for Complexes,
Mergers, and Splits

Page 1 of 2

- c. If fires burn together, associate the fires in FireCode and utilize the “merge” function in ROSS and I-Suite. Note: Once incidents are merged in I-Suite and ROSS, the process of splitting these incidents back out may result in the loss of data integrity and history.
 - d. If the need arises, a fire can be split from a complex if the recommendations in 1a, 1b, and 1c are followed.
 - e. In I-Suite, enter only one incident per database. This will facilitate separating incidents into different databases later if the need arises.
 - f. Agencies should follow individual agency fire reporting policies.
2. Deciding to complex, merge, or split:
- a. The Agency Administrator (AA) should consider consequences outlined in Attachment A when deciding to complex, merge, or split incidents. This decision should be coordinated between the AA, affected Incident Commander(s), Dispatch Center Manager(s), and State/Regional Incident Business Specialist(s).
 - b. The AA should document the decisions, including the acreage and cost of affected incidents at the point when data integrity is in jeopardy.

Attachment A provides several scenarios, issues, and effects to assist Agency Administrators with decisions related to CMS.

These guidelines will ensure that wildland fire emergency expenditures can be monitored, performance can be measured, and the integrity of incident data can be preserved.

For more information, contact: Ann Marie Carlson, Chair of the Incident Business Committee, (916) 978-4446 or by e-mail at acarlson@blm.gov.

Attachment A: CMS Scenarios, Issues, and Effects

cc: NWCG Executive Board
Program Management Unit (PMU)
Budget Advisory Unit (BAU) Chair
Roy Johnson, OWFC Deputy Director
Rod Bloms, OWFC Program Analyst

Effects to Consider When Incidents Complex, Merge or Split
NWCG#014-2011 Memorandum - Attachment A

#	Scenario	Issue	Effect				
			ROSS	I-Suite	FireCode	IMT	ICS-209
1	Multiple IMT's Managing one incident	Have one incident and FireCode number being shared by two IMT's	Minimal effect - can block resource order numbers and select specific delivery location	Two separate databases with same incident number - can create duplicate invoices	No effect	Creates ex to step for resource ordering and the ROSS import process	One instance of incident in database with multiple delivery locations. All financial transactions will be to one incident order and one fire code.
2	One IMT managing multiple incidents	The incidents are complexed	Utilize complex function, not merge. This creates a complex incident with subordinate incidents. The subordinate incidents maintain their integrity.	One database with parent complex code and multiple incidents being managed one	When establishing the complex code, need to associate incidents within that complex	Simplifies ordering and reporting (if ordering by complex). Complicates separating costs per incident.	Supply resources will have to be ordered and tracked per incident. Or all supply resources are ordered with the complex incident and fire code. 1) Create separate 209 for each incident within the complex. 2) One 209 for the complex may be created. Incidents with individual 209s should finalize those 209s. IMT may elect to use one pre-existing incident 209 (and the same incident number), or create a new one (with new incident number).
3	One IMT managing multiple incidents	The incidents were not complexed	Resources need to be ordered on specific incident	(1) if handle under one database, difficult to manually separate out (2) Issue of managing multiple databases	One FireCode for each incident	Required to separate resources	Minimal effect if ordering is kept separate Create a separate 209 for each incident.
4	One IMT managing multiple incidents - Two or more incidents have merged (joined together)	Handle merged fires as separate fires	No effect	No effect	No effect - separate codes maintained	No effect - challenge is managing the acreage split & costs	Supply resources will have to be ordered and tracked per incident. Continue to report separate on individual 209s.

Effects to Consider When Incidents Complex, Merge or Split
NWCG#014-2011 Memorandum - Attachment A

#	Scenario	Issue	Effect					
			ROSS	I-Suite	FireCode	IMT	ICBS-R	ICS-209
5	One IMT managing multiple incidents - Two or more incidents have merged (purred together)	Handle merged fires as single fire	Merge fires in system: Choose primary incident, other incident(s) merge into primary - Generates new resource order numbers to non-primary incident resources. Cannot electronically split back out once merged.	Demob resources from non-primary fires and add to primary fire with new resource numbers. If merged in database, cannot split back out without a lot of manual work.	No effect - code from primary fire utilized	Accommodate for new resource order numbers and may still track fires individually	No effect as long as ROSS has merged the incidents and passed information to ICBS	Aggregate merged fires on one 209. If each fire has an existing 209, finalize one 209 and use the other for the new merged fire (indicate merge in Remarks on both 209 for cross referencing).
6	Multiple incidents managed by one IMT to now be managed by multiple IMTs - maintaining integrity of individual fires	Not complexed - same FireCode and incident Numbers are maintained	No effect	If fires are in one database, very difficult to split into separate databases.	No effect	No effect	No effect	IMTs continue process of 209 submission for each fire without interruption.
7	Reorganization or split of a complex or incident, multiple IMTs	Various options and combinations of data management (Issue: Lose the integrity of individual fires and creates issues through all the systems)	Can accommodate moving an incident in or out of another complex or incident	If fires are in one database, very difficult to split into separate databases. Difficult to keep historic integrity once the database is separated out.	If a new FireCode is created, should document the updates. Any changes to complexes and associated fires.	Not difficult	Will need individual incident number and fire code to process supply requests.	Complicated for 209 reporting. A split of one fire under multiple IMTs: initiate new 209 for one of the fires (assuming a 209 already exists for the pre-split fire). Indicate split on both 209s. A split of a complex, multiple IMTs: fires that previously had individual 209s should reactivate those 209s under their original incident numbers. Or initiate new 209s under new incident numbers, if none existed previously.

Effects to Consider When Incidents Complex, Merge or Split
NWCG#014-2011 Memorandum - Attachment A

#	Scenario	Issue	Effect					
			ROSS	I-Suite	FireCode	IMT	ICBS-R	ICS-209
8	Loaning resources among IMTs	Various options and combinations of resource and data management (Issue: Communication between teams on reporting time and costs - tracking costs)	Should be reassigned	Demob resource. If resource is not reassigned, setup the correct incident in existing database and report costs to other IMT.	No effect	Reluctant to reassign due to losing direct control of resource	Will be unable to credit or charge for refurb or items that were loaned to another incident using the loaned incidents financial code. Would be better to reassign or transfer	Add and subtract resources from among the sharing fires on the 209 for each incident.
9	Incident(s) or Complex (s) crossing geographic areas	Multiple dispatch centers (Issue: Which geographic area and dispatch center is hosting the incident)	Assign to one geographic center and expanded dispatch - When the incident is returned to local jurisdiction make sure it is returned to original dispatch center	No effect	Do not create a new FireCode when fire crosses jurisdictional boundaries - One FireCode per incident	No effect	No effect as long as the incident order and fire code does not change.	Two GA's may agree to split the incident between them. The IMT must submit a new 209 to the new GACC (will require a new incident number, but not necessarily a new incident name). Acres, resources, costs, etc., must also be split accordingly. <i>The two geographic areas need to coordinate reporting burned acres by ownership on each GA's respective Situation Reports (done by the local dispatch centers).</i>

Appendix M- Great Basin Lend Lease Policy



Department of Interior

Bureau of Land Management
Idaho, Nevada, Utah, Arizona

Bureau of Indian Affairs
Western Region

National Park Service
Intermountain Region
Pacific West Region

U.S. Fish and Wildlife Service
Mountain Prairie & Pacific Region
Pacific Southwest Region

Department of Agriculture

U.S. Forest Service
Intermountain Region

State Agencies
Idaho
Nevada
Utah

Date: May 27, 2014

GBCG Correspondence: 2014-8

To: Chair, Great Basin Incident Business Committee
Great Basin Coordinating Group
Great Basin Incident Commanders
Great Basin Interagency Dispatch Centers

From: Chair, Great Basin Coordinating Group

Subject: Great Basin Lend/Lease Policy

The Great Basin Lend/Lease Policy is an effective and efficient way of managing resources that are either unavailable or where incidents only need resources for a limited time expeditiously. This informal agreement between incidents is to share assigned resources for a limited period of time. Lend/ Lease should not exceed 48 hours.

Roles and Responsibilities

Plans, Operations and Aviation:

- Will coordinate amongst affected incidents on resources shared/lent.
- Coordinate with Finance on resources being shared/lent.
- Complete the attached spreadsheet and submit to the Dispatch Center Manager and or Designee daily for accountability and tracking for billing purposes.
- Coordinate with the Great Basin Multi-Agency (MAC) Coordinator when MAC is activated and there is no Area Command in place.
- Ensure emergency notifications to resources occur immediately.
- Ensure Lend/Lease does not exceed 48 hours. If lend/lease exceeds 48 hours discussion regarding re-assignment of the resource should occur through appropriate channels.

Finance:

- Finance Section Chiefs will coordinate to ensure costs are included in the receiving incident database as a line item, not actual posted time. I-Suite entry

will read “resource loan from incident xx.” The original incident will post time using the Fire Code from the receiving fire. The receiving incident will mark the line item to “exclude” as accrual (accrual will be determined via the sending incident data base).

- All standard documentation (excess shift lengths, CA-1, etc.) will be completed by the receiving incident and sent to the sending incident.
- Provide resources used on multiple incidents a copy of the spreadsheet identifying the lend/lease. This document authorizes the charges and serves as supporting documentation in lieu of the resource order.
- Document on invoice or OF-288 “Lend/Lease Authorized.”

Dispatch:

- ROSS should not be impacted by the lend/lease program. Copies of the spreadsheet showing movement of resources will be provided to dispatch daily after the event has occurred

Geographic Area Coordination Centers (GACC)

- Coordinate with National Interagency Coordination Center (NICC) when call when needed (CWN) aircraft are involved.

Incident Business Advisor:

- Ensure the Great Basin Lend/Lease Policy documentation occurs when sharing resources.
- Review spreadsheets and ensure the Dispatch Center Manager or designee has received a copy.

Area Command:

- Coordinate with GMAC Coordinator when resources are being lent or reassigned.

General:

- Length of assignment will not be affected by lend/lease, all days count towards the original assignment length.
- Lend/Lease contract resources previously inspected by the sending unit should not be re-inspected by the receiving unit.
- Lend/Lease does not impact those resources hired as “Incident Only” or on a Dispatch Priority List (DPL). If resources are re-assigned discussions should occur to ensure policies are met.

Emergency Notifications:

- Will be processed according to mobilization guide or through established local unit notification procedures.

Reassignment of Resources:

- Incidents, Area Command and GMAC will follow normal dispatch procedures for the reassignment of resources.

Documentation:

- Copies of the spreadsheet will be maintained in both the sending and receiving finance section packages.
- Copies will also be maintained by the local dispatch center.

The Great Basin Dispatch Community was given an opportunity to be part of the process and provide valuable feedback beneficial to the Great Basin Fire Program. I appreciate the coordination and support provided by the Incident Business Group in order to make the Great Basin Lend/Lease Policy a success.

If you have any questions, please contact me at 208-373-3851.

/S/ Michael Morcom

Chair, Great Basin Coordinating Group

Attachments: Great Basin Lend/Lease Program Spreadsheet

Appendix N – Great Basin/Rocky Mtn. Supplements

Appendix O – Great Basin/Rocky Mtn. Interagency Buying Team Guide

Appendix Q – ATV/UTV Guidance for Use on Large Fires



Department of Interior

Bureau of Land Management
Idaho, Nevada, Utah, Arizona

Bureau of Indian Affairs
Western Region

National Park Service
Intermountain Region
Pacific West Region

U.S. Fish and Wildlife Service
Mountain Prairie & Pacific Region
Pacific Southwest Region

Department of Agriculture

U.S. Forest Service
Intermountain Region

State Agencies
Idaho
Nevada
Utah

Date: June 3, 2014

GBCG Correspondence: 2014-#10

To: Chair, Great Basin Incident Business Committee
Great Basin Coordinating Group
Great Basin Incident Commanders
Great Basin Interagency Dispatch Centers

From: Chair, Great Basin Coordinating Group

Subject: ATV/UTV Guidance for Use on Large Fires

The Great Basin Incident Commander Council (GBIC) and the Great Basin Incident Business Committee (IBIB) requested guidance from the Great Basin Coordinating Group (GBCG) for ordering All-Terrain (ATV) and Utility Terrain (UTV) Vehicles on large fires. Documentation for payment, damage and the approval process for ATV/UTV use on large fires have become an issue in the past.

The GBCG established the following protocols for ordering and use of ATV/UTV equipment:

- ATV/UTV's will be ordered through normal dispatch procedures upon approval by the Incident Commander (IC) or Safety Officer (SOF).
- Crews, Overhead or other personnel who arrive at an incident with an ATV or UTV without approval (documentation on initial Resource Order) and wish to operate their equipment must have the equipment placed on a Resource Order either in documentation or through a Support Request after approved from the IC or SOF. It is at the discretion of the Incident Management Team whether or not the equipment should be inspected prior to use.
- ATV or UTV equipment that incurs damages on incidents without proper order/documentation for the incident is not covered by the incident and the home unit is responsible for costs.
- Buying Teams acquiring ATV or UTV equipment should consider the mission requirements in order to meet the needs of the incident. The ATV/UTV market is

designed for recreational purposes (high speeds/capacity) and may not always be able to provide the “work horse” type of equipment required.

- The GBCG is requesting assistance from the GB Incident Business Committee to determine ATV/UTV specifications and requirements to assist Buying Teams when this equipment is being leased.

If you have any questions, please contact me at 208-373-3851.

/S/ Michael Morcom

Chair, Great Basin Coordinating Group

Cc: GB IMT Council
GB Incident Business Committee



GREAT BASIN ATV/UTV ORDER FORM

ATV (Qty)	
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UTV (Qty)	
2 Seats (Qty)	
4 Seats (Qty)	

ENGINE SIZE (cc)	
Small 350cc and below	
Midsize 400cc – 600 cc	
Large 650cc and above	

2 Wheel Drive	
4 Wheel Drive	

Cargo Weight Limit	
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TRANSMISSION	
Automatic	
Manual	

HELMETS	
Quantity	Size

MISCELLANEOUS	
TRAILER TO STAY? (Yes/No)	

ORDERING CONTACT NAME _____

PHONE NUMBER _____

IC/SAFETY OFFICER APPROVAL

SIGNATURE _____

DATE _____

March 2015



ATV/UTV Inspection Form

Vendor Name:	Incident Name:	Equipment #
Address:	Resource Order #:	
Equipment Type:	Make:	Model:
License Plate #:	Serial #:	Starting Mileage/Hours:

Code: X = Acceptable Condition, R = Rejected Failed Inspection

Inspection Item	Code	Comments
Engine and Fuel:		
Oil level and filter service		
Air Filter Clean		
Drive Belt tight and good condition		
Radiator, hoses and coolant levels		
Spark Arrestor *		
Throttle operational *		
Choke operational		
Fuel line hoses and connections *		
Brakes:		
Brake levers operational *		
Brake fluid level adequate *		
Brake pads, hoses and connections *		
Chassis:		
Lubrication		
Front and Rear gear case levels		
Steering acceptable *		
Boot Joints, Axles and Suspension acceptable *		
Tire wear and inflated properly *		
Wheel lugs tight *		
All lights and reflectors acceptable condition *		
Winch and cable acceptable		
Physical Damage (Remarks section & identify on picture)		
License Plate, registration and decals (required)		

Red Tagged (Out of Service) any safety item indicated by an asterisk (*) Do not accept until corrected.

Remarks:

Pre-Use Inspector:	Date:
Home Unit:	Phone #
Contractor Representative:	Date:

Release, No Damage No Claims : Vendor Initial _____	Release Mileage/Hours _____
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Inspector:	Date:
Home Unit:	Phone #:
Contractor Representative:	Date:

Pre-Use inspection, identify body damage on pictures below

